

STUDENT HANDBOOK 学生手册 2022/2023



新纪元大学学院

New Era University College



校歌

词：叶汉伦、梁胜义

曲：周金亮

开山垦荒，祖先再穷也要为教育忙
逆流而上，华教再苦也要把责任扛
义卖义踩义驶义唱，母语母文不敢忘

新纪元啊 新纪元

源自社会 回馈社会 你代表一个时代

新纪元啊 新纪元

多元开放 成人成才 你撑起无限未来

从南大到独大，我们有共同的悲壮

从小学到大学，我们有共同的愿望

教育就是希望，花期再远也要归来盛放

Contents

Chapter 1	Introduction to New Era University College	1
Chapter 2	Academic Regulations	4
Chapter 3	Tuition Waiver	23
Chapter 4	Student Affairs Department	27
Chapter 5	Tan Lark Sye Library	43
Chapter 6	Counseling Centre	46
Chapter 7	Computer Centre	49
Chapter 8	General Affairs Department	53
Chapter 9	Institute of International Education	56
Chapter 10	Student Union	58
Chapter 11	Life in University College	60
Chapter 12	General Reminders	62
Chapter 13	Campus Map	63
Chapter 14	Student Activities	64

Chapter 1 Introduction to New Era University College

New Era University College Malaysia was founded in order to fulfil the Malaysian Chinese community's ambition to set up a community-funded tertiary institution.

Since its establishment in 1998 and following many years of commitment and perseverance, New Era College was finally been granted the approval from Ministry of Higher Education on 30th December 2016 to upgrade to University College status.

New Era University College has nine (9) faculties and ten (10) academic departments.

The faculties are:

1. Graduate School,
2. Institute of International Education,
3. Arts and Social Sciences,
4. Computer Science and Information Computing Technology,
5. Art and Design,
6. Communication, Cinematic and Performing,
7. Accountancy, Management and Economics,
8. Institute of Ageing and Professional Care,
9. Health, Safety, Security and Environment.

Apart from offering diploma and bachelor's degree programmes, New Era University College now offers master's and doctorate programmes too.

In 2015, New Era University College set up the Tan Lark Sye Research Institute to further strengthen the research on Chinese community. This will lead to increased research interest on Chinese education in Southeast Asia which eventually connects to the world.

New Era University College not only aspires to be a prominent institute of higher learning in our country. We also strive to begin from this New Era and strive to be the best in Southeast Asia and the world.



Logo



Design	Image	Meaning
	Three flags flying high	Symbolising the attitude of being proactive, progressive, improvement oriented, optimistic, respectful, and open-minded.
	Three strong and bright colours (yellow, red, blue)	Three as a number is taken to represent pluralism. The combination of different colours symbolises the spirit of pluralism and democratic dynamism.
	Abstract representation of "E"	Representing the new "ERA".
	Abstract representation of "N"	Representing "N.E." as the abbreviation of "New Era"
	"N" made up of three plane surfaces acting as the supporting base for the three flags	The three plane surfaces symbolize: -New spirit: Spirit of freedom; -New thinking: Independent thinking; -New Era: An era of pluralism.

Location Map



Address: New Era University College
Block B & C, Lot 5, Seksyen 10, Jalan Bukit,
43000 Kajang, Selangor Darul Ehsan,
Malaysia.

Contact :+603-8739 2770

Fax : +603-87336799

Email: neuc@newera.edu.my

Website: <https://www.newera.edu.my>

Facebook: <https://www.facebook.com/newerauniversitycollege>

GPS Location: 2°59'16.5"N 101°47'29.5"E
(2.987929, 101.791540)

Office hours: Monday to Friday (8.30am-12.00noon, 1.00pm-5.00pm)
(Office is closed on weekends and public holiday unless indicated otherwise)

Chapter 2 Academic Regulations

Chapter I Preamble

- Section 1 These regulations are set out in accordance with the New Era University College (hereafter known as UC) Management Regulations.
- Section 2 Student admission, deferment of admission, registration, selection of courses, language courses, deferment, re-enrolment, withdrawal, expulsion, change of programme of studies, assessment, course completion and graduation as well as other academic matters shall be managed in accordance with the provisions in these academic regulations.

Chapter II Admission and deferment of admission

- Section 3 Students admitted to UC must select one of the following programmes: Degree; Diploma; Foundation or Certificate.
- Section 4 Students transferred from other institutions or admitted after commencement of an academic year may enrol in the relevant year in one of the following programmes: Degree, Diploma, Foundation, or Certificate. They must formally apply to the Sales and Marketing Department, be registered with the Registrar's Office and have their credit exemption determined by the relevant academic departments.
- Section 5 New students who are not able to report to the UC on the stipulated date must submit, through their parents or guardians, a letter attached with relevant supporting documents of academic qualifications to apply for deferment of admission for up to twelve months. Deferment of admission shall not be extended. These students shall follow the same admission procedures as new students in the following year. Transfer students are not permitted to defer their admission or enrolment.

Chapter III Registration and course selection

- Section 6 Students must register on the stipulated dates and has paid all the tuition and miscellaneous fees. Students who satisfy the registration requirement but who have yet to pay the relevant fees are deemed to have yet to register (unless they have applied for deferment of admission prior to the commencement of classes), shall be instructed to withdraw. Exceptions are allowed new students or transfer students who has applied in accordance with the regulations for deferment prior to the commencement of classes. A student who is unable to pay his/her fees must apply in accordance with the regulations for the deferment of payment for up to two weeks only. Unless otherwise supported by valid reasons, all cases of delayed registration after the approved deferment shall be dealt with in accordance with Section 5.
- Section 7 Subjects to be taken by the students are classified into five categories and they are Compulsory subjects; Elective subjects; MPU subjects required by the Ministry of Higher Education (for MPU subjects, please refer to Table A), University's Common Compulsory subjects and Common Elective subjects.

Section 8 In each semester, students must take the credit units in accordance with “Appendix B: Restrictions on credits for course selection & credit requirements for completion of all programmes”.

Section 9 Detailed provisions for implementation of matters relating to registration and course selection will be set separately.

Chapter IV Duration of study and credits

Section 10 The duration of study for Degree programmes shall be three or four years. Students who are not able to complete the required credits within the specified duration of study may apply for an extension of up to two years only.

Section 11 The duration of study for Diploma programmes shall be two or two and a half years. Students who are not able to complete the required credits within the specified duration of study may apply for an extension of up to two or two and a half years only.

Section 12 The duration of study for Foundation programmes shall be one year. Students who are not able to complete the required credits within the specified duration of study may apply for an extension of up to one year only.

Section 13 For computation of credits for all courses, one credit is equivalent to one hour of lecture or one and a half hours of practical class or tutorial per week over one semester.

Section 14 Credit requirements for all programmes are as specified in “Appendix B: Restrictions on total credits for course selection & total credits required for completion of the programme”, please refer to page 17.

Section 15 Common compulsory subjects, compulsory subjects and elective subjects for each department shall be evaluated by the Head or Deputy Head of the Department and approved by the Academic Development and Management Committee and Academic Quality and Assurance Committee Affairs Division and endorsed by the University Senate for implementation.

Section 16 Students inter-transferring between departments within UC or with other institutions must apply for exemption in respect of subjects taken and credits earned in accordance with the relevant regulations.

Chapter V Compulsory language courses and conditions for exemption

Section 17 All students in UC must take Chinese, English and Bahasa Malaysia language subjects. The required period of study for each language subject may vary according to individual departments as specified in the relevant regulations.

Section 18 Students may apply for exemption from taking the following language subject(s) in which they are proficient:

1. Exemption in Advanced Chinese: Grade B4 or above in Chinese language in UEC or UEC-V examinations; HSK Grade five or above; Grade A- or above in Chinese Language or Chinese Literature in SPM examination; Grade C or above in Chinese in STPM examination.
2. Exemption in English: Band 6 or above in IELTS; 560 points or above in TOEFL or 230 points & above in computer-based score; Grade C or above in A-Level English paper; Distinctions in

- English language in public examinations of other English-speaking countries.
3. Exemption in Bahasa Malaysia as required by Ministry of Education: Grade C or above in SPM Bahasa Malaysia; Grade E or above in STPM Bahasa Malaysia.

Chapter VI Deferment, re-enrolment, withdrawal, and expulsion

- Section 19 Students who have registered for the semester but wish to apply for deferment, students must submit a letter from their parents or guardians (except for cases of illnesses for which certification by a public hospital must be furnished) during the said semester for approval and complete the relevant procedures before they can leave the University College.
Students who wish to apply for deferment prior to the registration of the new semester; and have not been suspended in the previous semester as described under Section 24, must submit application for approval prior to the registration of the new semester.
- Section 20 Deferment is based on the duration of one semester, or one academic year and further extension must be applied separately. The period of deferment must not exceed two years. Upon expiry of the deferment period or having cumulatively attained twelve months, students with valid medical or other special reasons who wish to further extend their deferment must submit fresh applications for official approval. Students who fail to re-apply are deemed to have automatically withdrawn from the UC.
- Section 21 Students should be allowed to apply for deferment on the following situations:
1. Diagnosed by a hospital recognized by the UC as suffering from any illness that requires treatment or some recuperation period and having applied for leave that has accumulated to more than one-third of the total credit hours in a semester;
 2. Having applied for leave that accumulates to more than one-third of the total credit hours in a semester, in which case the subjects taken in that semester have to be retaken after the deferment period;
 3. Students who wish to apply for deferment due to special reasons or issues or being instructed to do so by the UC to apply for deferment must complete the required procedures within 30 days after commencement of a new semester.
- Section 22 Students who are re-enrolling must complete the process at the Registrar's Office. Students on deferment due to medical reasons must submit health certificates from a public hospital for approval by the UC before they may re-enrol. They must then continue with the deferred semester in the same programme.
- Section 23 Students may apply for withdrawal from the UC on the following situations:
1. Diagnosed as suffering from serious illness or incapacitated by an accident and are unable to complete the programme of study;
 2. On deferment without submitting application for approval and having been informed that the deferment is invalid;
 3. Obtaining a CGPA of less than 2.00 in two consecutive semesters, except for cases where special approval has been granted by the

- Academic Quality and Assurance Committee;
4. Absent for more than 20% of classes or for more than the total credit hours in a semester;
 5. Unable to complete the studies even after the maximum duration of study has been granted as specified;
 6. Having committed criminal offences or offences under Malaysian laws or UC regulations;
 7. Having valid reasons to withdraw from the UC, in which case applications must be submitted within 30 days after commencement of the semester.
- Section 24 Students who voluntary apply for withdrawal must submit a letter written by their parents or guardians for approval and must complete the relevant procedures before leaving the UC.
- Section 25 Students shall be expelled from the UC under the following reasons:
1. Certificates submitted to the UC are found to be stolen, borrowed, belonging to others, forged and etc.;
 2. Improper behaviour that breaches the laws of the country and has been convicted by the court;
 3. Admission into the UC through unethical means and has been reported and found to be true.
- Section 26 Students who believed that their expulsion is improper and not in accordance with the law and has infringed their rights shall furnish proof and to appeal according to procedures as specified by the Senate. They may continue to study pending the release of the decision of their appeal. If the decision on expulsion is upheld, the academic results obtained during the period from the date of application for appeal to the date of release of the appeal decision shall not be recognized.
- Section 27 Students who are holding scholarships, loans and bursaries who wish to withdraw or to defer or have been expelled shall be subjected to specific procedures set separately.

Chapter VII Change of programme of study or transfer from other institutions

- Section 28 Students who have completed one semester or one academic year, but have found the programmes of study are not suitable, may apply to change their programmes of study. Those who apply before commencement of the second academic year may seek credit exemption based on the results in the previous programme of studies and the academic results from other institutions upon admission to the UC. They may enrol into the first or second academic year of the new programmes according to their academic results.
- Section 29 Students who are transferring between programmes of studies or transferring from other institutions may be categorized as follows:
1. Transferring within the same year of studies (including certificate students who have completed one semester but are transferring to other Certificate programmes);
 2. Transferring to a lower semester in different programmes of studies;
 3. Completed the Certificate programme and are transferring to other Diploma programmes;
 4. Completed the Foundation programme and are transferring to other Degree programmes;
 5. UC students who are applying for re-enrolment;

6. Students who have completed one or more semesters in relevant programme of studies in other institutions recognized by the Ministry of Higher Education. Said student also possess relevant certificates or diplomas with appropriate academic result slips when applying to transfer to the relevant programmes of studies in the UC.
- Section 30 Students are allowed to change their programmes of studies only once while studying in the UC.
- Section 31 The following categories of students are not allowed to change their programmes of studies:
1. Those still under suspension;
 2. Those not permitted to change their programmes of studies by other rules and regulations of the UC.
- Section 32 Students who transfer between programmes in the UC must study for at least one year and their maximum duration to complete their studies is the same as other students. Transfer students must fulfill the requirements of the relevant programme of studies before they are able to graduate.
- Section 33 Implementation procedures for matters relevant to students on transfer are set out separately.

Chapter VIII Non-attendance and absence

- Section 34 Students who are unable to attend classes must apply for approval from the Head or Deputy Head of Department or Programme Coordinator. Absence with approval is recorded as “non-attendance” while absence with/without applying for approval but not granted is recorded as absent.
1. Non-attendance and absence shall be dealt with as follows:
 - 1.1. The percentage of attendance for each subject must not be less than 80%. A student who has been absent from class for more than 20% of the total credit hours for a particular subject will be barred from taking the semester examination for the subject. The result for the subject will be computed as zero mark.
 - 1.2. Sick leave and family bereavement leave with supporting documents are not considered as absence.
 - 1.3. Sick leave should be applied on the following day and bereavement leave within five days.
 - 1.4. Leave application should be submitted to the lecturer and the Head or Deputy Head of Department or the Programme Coordinator for approval.
 - 1.5. Leave applications submitted after the deadline will have attendance for those days be recorded as absence.
 2. A student who does not attend classes for a total of 20% of lecture days in a semester starting from the first day of the commencement of class, excluding official duty leave as approved by the Head of Department, will be advised to apply for deferment.
 3. A student who is absent from classes for 20% or more based on total credit hours in a semester shall be withdrawn from the UC.

Chapter IX Results, assessments, and replacement of examination

Section 35 The full score for each subject is 100 marks. The overall result is calculated by using the Grade Point Average (GPA). Marks and Grade Points are as shown in the following table:

For enrolment prior to May 2021 semester intake:

Marks Grading Standard / Grade Points			
Grade	Marks	Grade Points	Remarks
A+	85%-100%	4.00	Outstanding
A	80%-84%	4.00	Excellent
A-	75%-79%	3.67	Good
B+	70%-74%	3.33	
B	65%-69%	3.00	Satisfactory
B-	60%-64%	2.67	
C+	55%-59%	2.33	Pass
C	50%-54%	2.00	
D+	45%-49%	1.67	Sufficient for the award of credit
D	40%-44%	1.33	
E	30%-39%	1.00	Fail
F	0%-29%	0.00	

For enrolment from May 2021 semester intake onwards:

Marks Grading Standard / Grade Points			
Grade	Marks	Grade Points	Remarks
A+	85%-100%	4.00	Outstanding
A	80%-84%	4.00	Excellent
A-	75%-79%	3.67	Good
B+	70%-74%	3.33	
B	65%-69%	3.00	Average
B-	60%-64%	2.67	
C+	55%-59%	2.33	Below Average
C	50%-54%	2.00	
D	40%-49%	1.50	Weak
E	30%-39%	1.33	
F	0%-29%	0.00	Poor

There are three types of assessments for academic performance:

- 1) Course assessment: to be conducted by the lecturer;
- 2) Mid-semester examination: time to be arranged by the lecturer or the department during the middle of the semester;
- 3) Final semester examination: to be held at the end of the semester.

Section 36 Categories and computation of students' academic results are as follows:

1. Semester results for each subject is computed based on course assessments (including assignments, tests, presentations etc.), mid-semester examination, final semester examinations, and internship assessment.
2. Calculation of semester Grade Point Average (GPA): The GPA is determined by dividing the total grade points earned by the total credit points attempted in a particular semester.

2.1 For ungraded subjects, it will be graded as "Ungraded Pass (UP)"

or "Ungraded Fail (UF)". They are excluded from GPA and CGPA but contribute to Earned Credits. Subjects that are exempted will not be used in the calculation of GPA.

3. Calculation of Cumulative Grade Point Average (CGPA): The CGPA is determined by dividing the total grade points earned by the total credit points attempted from the first semester until the current semester. If there is/are resit subject(s), only the latest result(s) will be calculated; for retake subject(s), the best result(s) will be calculated.
4. Graduating results: To fulfill the minimum graduating requirement, a student has to achieve the Cumulative Grade Point Average (CGPA) of 2.00 and above, and also completed all the subjects/credits as per requirement.

Section 37 Academic results must be keyed in by the subject lecturer within the stipulated time into the Students' Results Management System. Subject lecturer will then submit the Examiner's Report, mark sheet and final examination answer scripts to the Registrar's Office (Examination Unit) for analysis and filing purpose.

Section 38 Examination and Replacement examination procedures:

1. For each subject, the Grade Point of 2.00 and above (total mark is 50% and above) is considered a Pass. If the Grade Point is between 1.00 to 1.99 (total mark is between 30% to 49%) the Grade will be considered D or E. The student can then choose to resit the examination. If the Grade Point is lower than 1.00 (total mark is less than 30%), the student is not allowed to resit the examination but can retake the subject.
2. Replacement Examination
 - 2.1 Students who are unable to sit for the examination because of official duties, family bereavement, hospitalization or due to injury and have been granted leave, will be allowed to sit for Replacement Examination once only. The actual marks will be taken as the official result.
 - 2.2 Students who are not able to sit for examination due to sickness with supporting documents; and have received approval from the Registrar's Office (Examination Unit) are allowed to sit for the Replacement Examination once only. However, only 60% of the actual mark will be taken as the official results. The Replacement Examination must be taken on the stipulated date. Students who are absent from the Replacement Examination will not be entitled to sit for another Replacement Examination for whatsoever reason.
 - 2.3 Application to sit for the Replacement Examination shall be submitted within 48 hours before or after the examination.
3. Examination Barring
 - 3.1 A student must achieve 80% or above in their class attendance. If the student is absent from class for more than 20% of the total credit hours for any particular subject, the student will be barred from taking the examination for the particular subject(s). The result for the subject (including other assessments) will be computed as zero (0%) mark. The student will not be entitled to a resit and must retake the subject.
 - 3.2 A student who has arrived late for the examination for more than 30 minutes without any valid reason will be barred from entering the Examination Hall to sit for the examination. The

- student will be considered as barred from taking the examination. Student is not entitled for a resit and must retake the subject.
4. Examination Absence
A student who is absent from the examination without any valid reason will be considered as absent from the examination. The result for the subject (including other assessments) will be computed as zero (0%) mark. The student is not entitled for a resit and must retake the subject.
 5. Reassessment
5.1 If a student is dissatisfied with the results, the student may apply for a reassessment but is not allowed to check the answer script. No amendment of marks is allowed if found no mistake in the marking of the answer script.
5.2 Reassessment is conducted based on all assessments taken throughout the subject, and not limited to final assignments or final semester examinations.
 6. Resit Examination
6.1 Students who fail in any subject with a Grade Point between 1.00-1.99 or score 30-49%) with Grade D or E, may apply for a resit. Students must apply within the said semester.
6.2 Students are allowed to resit not more than two (2) subjects in each semester.
6.3 The result for the subject will be computed in this resit examination and the previous results will be voided. The total mark for the resit examination paper is 100%. However, the maximum mark that can be scored by resit students is 50% (Grade C) or Grade Point 2.00.
6.4 Every subject is allowed to be resit once only. If students are unable to pass the resit subject, they will have to retake the subject.
 7. Cheating in examination
If a student is found guilty of cheating in the examination, the student shall be awarded a zero (0%) mark for the subject. The student is then required to retake the said subject and not a resit examination. A recurrence of similar misconduct for the second time will result in expulsion from the UC.
 8. Retake
Students who wish to retake a subject are not allowed to take more than 12 credits in a semester.

Chapter X Graduation requirements for Foundation, Diploma and Bachelor Degree's programmes

Section 39 Students who have completed the Diploma programmes and met all the requirements of the programmes and credits within the specified time will be awarded with the relevant Diplomas by the UC. They are allowed to proceed to Year two in the Degree programmes and credit exemption will be granted according to the specified regulations.

Section 40 Students who have completed the Foundation programmes and met all the requirements of the programmes and credits within the specified time will be awarded with the relevant Certificates of Completion by

the UC. They are allowed to proceed to the Degree programmes, if their results have fulfilled the specified requirements.

Section 41 Students who have completed the Diploma programmes; and have met all the requirements of the programmes and credits will be awarded the relevant Diplomas by the UC.

Section 42 Students who have completed the Degree programmes and met all the requirements of the programme and credits within the specified time will be awarded the relevant Degrees by the UC. They may then apply to the Master programme.

Section 43 Students who have completed the Degree programmes and met all the requirements of the programme and credits within the specified time will be awarded the relevant Degrees by the UC. The classification of the honour's degree is as follows:

Classification of Honours	Results (Cumulative Grade Point Average, CGPA)
First Class	3.67 – 4.00
Second Class (Upper Division)	3.00 – 3.66
Second Class (Lower Division)	2.50 – 2.99
Third Class	2.00 – 2.49

Section 44 **Conditions for the Dean's List Award**
Full time students of all Programmes of Studies, who fulfilled the following conditions below shall be honoured in the Dean's List and their names shall be registered in the Dean's List:

- 1.1 Obtain a GPA between 3.67 to 3.99 for the semester;
- 1.2 Did not repeat courses of studies for the evaluated semester;
- 1.3 Grade for replacement examination or special examination is not taken into account for the purpose of this list;
- 1.4 Have not been subjected to disciplinary action; and
- 1.5 Students who registered for less than 12 credits hours are not eligible to be listed in the Dean's List.

Section 45 **Conditions for the Vice-Chancellor's List Award**
Full time students of all Programmes of Studies, who fulfilled the following conditions below shall be honoured in the Vice-Chancellor's List award and their names shall be registered in the Vice Chancellor's List:

- 1.1 Obtain a CGPA of 4.0 for the semester;
- 1.2 Grade for replacement examination or special examination is not taken into account for the purpose of this list;
- 1.3 Have not been subjected to disciplinary action; and
- 1.4 Students who registered for less than 12 credits are not eligible to be listed in the Vice Chancellor's List.

Section 46 Matters not covered in this Academic Regulations will be dealt with according to "New Era University College's Management Regulations".

Section 47 This Academic Regulations is approved by the UC's Senate and any further amendments shall be approved by the Senate beforehand.

Appendix A: MPU subjects
(Compulsory subjects required by the Ministry of Higher Education)

Diploma Programmes

For enrolment prior to 2022 intake:

Type	Code	Subject name	Credit
U1	MPU2133	Bahasa Melayu Komunikasi 1 <i>(International students)</i>	3
	MPU2163	Pengajian Malaysia 2 <i>(Local students)</i>	3
U2	MPU2213	*Bahasa Kebangsaan A	3
	MPU2212	Basic Chinese Language	2 <i>(Choose 1)</i>
	MPU2232	Beginner Chinese Language	
	MPU2242	Intermediate Chinese Language	
	MPU2252	Advanced Chinese Language	
	MPU2262	**Ceramic Appreciation	
MPU2282	**Chinese Calligraphy		
U3	MPU2312	Introduction to Social Sciences	2 <i>(Choose 1)</i>
	MPU2322	Government and Politics in Malaysia	
	MPU2332	Folklife and Community	
	MPU2342	Gender and Life	
	MPU2372	Sejarah Warisan Topolek Masyarakat Malaya-- Malaysia	
	MPU2382	Confucianism and Modern Society	
U4	MPU2422	Korfball	2 <i>(Choose 1)</i>
	MPU2432	Taiji	
	MPU2442	Critical Thinking, Creative Thinking and Problem Solving	
	MPU2452	Table Tennis	
	MPU2462	Basketball	
	MPU2472	Aerobic	
	MPU2482	Badminton	
	MPU2492	Yoga	

*All SPM holders who did not have credit in BM will need to take MPU2213 Bahasa Kebangsaan A (subject to the requirement of the programme in the various departments, it can be “compulsory” or “compulsory with condition”).

**Students who have been exempted from MPU2252 Advanced Chinese Language will need to take MPU2262 Ceramic Appreciation or MPU2282 Chinese Calligraphy to acquire the required credits.

Diploma Programmes

For 2022 intake and onwards:

Type	Code	Subject name	Credit
U1	MPU2133	Bahasa Melayu Komunikasi 1 (<i>International students</i>)	3
	MPU2113	Falsafah dan Isu Semasa (<i>Local students</i>)	3
	MPU2123	Penghayatan Etika dan Peradaban (<i>Local students</i>)	(Choose 1)
U2	MPU2213	*Bahasa Kebangsaan A	3
	MPU2212	Basic Chinese Language	2 (Choose 1)
	MPU2232	Beginner Chinese Language	
	MPU2242	Intermediate Chinese Language	
	MPU2252	Advanced Chinese Language	
	MPU2262	**Ceramic Appreciation	
MPU2282	**Chinese Calligraphy		
U3	MPU2312	Introduction to Social Sciences	2 (Choose 1)
	MPU2322	Government and Politics in Malaysia	
	MPU2332	Folklife and Community	
	MPU2342	Gender and Life	
	MPU2372	Sejarah Warisan Topolek Masyarakat Malaya--Malaysia	
	MPU2382	Confucianism and Modern Society	
	MPU2392	Life Education and Social Concern	
U4	MPU2422	Korfball	2 (Choose 1)
	MPU2432	Taiji	
	MPU2442	Critical Thinking, Creative Thinking and Problem Solving	
	MPU2452	Table Tennis	
	MPU2462	Basketball	
	MPU2472	Aerobic	
	MPU2482	Badminton	
	MPU2492	Yoga	

*All SPM holders who did not have credit in BM will need to take MPU2213 Bahasa Kebangsaan A (subject to the requirement of the programme in various departments, it can be “compulsory” or “compulsory with condition”).

**Students who have been exempted from MPU2252 Advanced Chinese Language will need to take MPU2262 Ceramic Appreciation or MPU2282 Chinese Calligraphy to acquire the required credits.

Degree Programmes

For enrolment prior to 2022 intake:

Type	Code	Subject name	Credit
U1	MPU 3143	#Bahasa Melayu Komunikasi 2 (<i>International students</i>)	6
	MPU 3173	#Pengajian Malaysia 3 (<i>International students</i>)	#(Compulsory)
	MPU 3113	#Hubungan Etnik (<i>Local students</i>)	6
	MPU 3123	#Tamadun Islam dan Tamadun Asia (<i>Local students</i>)	#(Compulsory)
U2	MPU 3213	*Bahasa Kebangsaan A	3
	MPU 3212	Basic Chinese Language	2 (Choose 1)
	MPU 3232	Beginner Chinese Language	
	MPU 3242	Intermediate Chinese Language	
	MPU 3252	Advanced Chinese Language	
	MPU 3262	**Ceramic Appreciation	
	MPU 3282	**Chinese Calligraphy	
U3	MPU 3312	Sociology	
	MPU 3322	Introduction to the Constitution of Malaysia	
	MPU 3332	Abnormal Behaviour and Life	
	MPU 3342	Morality from Malaysian Perspective	
	MPU 3352	An Introduction to Cultural Heritage in Malaysia	
	MPU 3362	Confucianism and Modern Society	
U4	MPU 3422	Korfball	2 (Choose 1)
	MPU 3432	Taiji	
	MPU 3442	Critical Thinking, Creative Thinking and Problem Solving	
	MPU 3452	Table Tennis	
	MPU 3462	Basketball	
	MPU 3472	Aerobic	
	MPU 3482	Badminton	
	MPU 3492	Yoga	

*All SPM holders who did not have credit in BM will need to take MPU 3213 Bahasa Kebangsaan A. (subject to the requirement of the programme in various departments, it can be “compulsory” or “compulsory with condition”).

**Students who have been exempted from MPU3253 Advanced Chinese Language will need to take MPU3262 Ceramic Appreciation or MPU3282 Calligraphy to acquire the required credits.

Degree programmes

For 2022 intake and onwards:

Type	Code	Subject name	Credit
U1	MPU 3143	Bahasa Melayu Komunikasi 2 <i>(International students)</i>	3
	MPU 3133	Falsafah dan Isu Semasa <i>(International students)</i>	3 <i>(Choose 1)</i>
	MPU 3153	Penghayatan Etika dan Peradaban <i>(International students)</i>	
	MPU 3133	Falsafah dan Isu Semasa <i>(Local students)</i>	6 <i>(Compulsory)</i>
	MPU 3153	Penghayatan Etika dan Peradaban	
U2	MPU 3213	*Bahasa Kebangsaan A	3
	MPU 3212	Basic Chinese Language	2 <i>(Choose 1)</i>
	MPU 3232	Beginner Chinese Language	
	MPU 3242	Intermediate Chinese Language	
	MPU 3252	Advanced Chinese Language	
	MPU 3262	**Ceramic Appreciation	
MPU 3282	**Chinese Calligraphy		
U3	MPU 3312	Sociology	2 <i>(Choose 1)</i>
	MPU 3322	Introduction to the Constitution of Malaysia	
	MPU 3332	Abnormal Behaviour and Life	
	MPU 3342	Morality from Malaysian Perspective	
	MPU 3352	An Introduction to Cultural Heritage in Malaysia	
	MPU 3362	Confucianism and Modern Society	
U4	MPU 3422	Korfball	2 <i>(Choose 1)</i>
	MPU 3432	Taiji	
	MPU 3442	Critical Thinking, Creative Thinking and Problem Solving	
	MPU 3452	Table Tennis	
	MPU 3462	Basketball	
	MPU 3472	Aerobic	
	MPU 3482	Badminton	
	MPU 3492	Yoga	

*All SPM holders who did not have credit in BM will need to take MPU 3213 Bahasa Kebangsaan A. (subject to the requirement of the programme in various departments, it can be “compulsory” or “compulsory with condition”).

**Students who have been exempted from MPU3253 Advanced Chinese Language will need to take MPU3262 Ceramic Appreciation or MPU3282 Chinese Calligraphy to acquire the required credits.

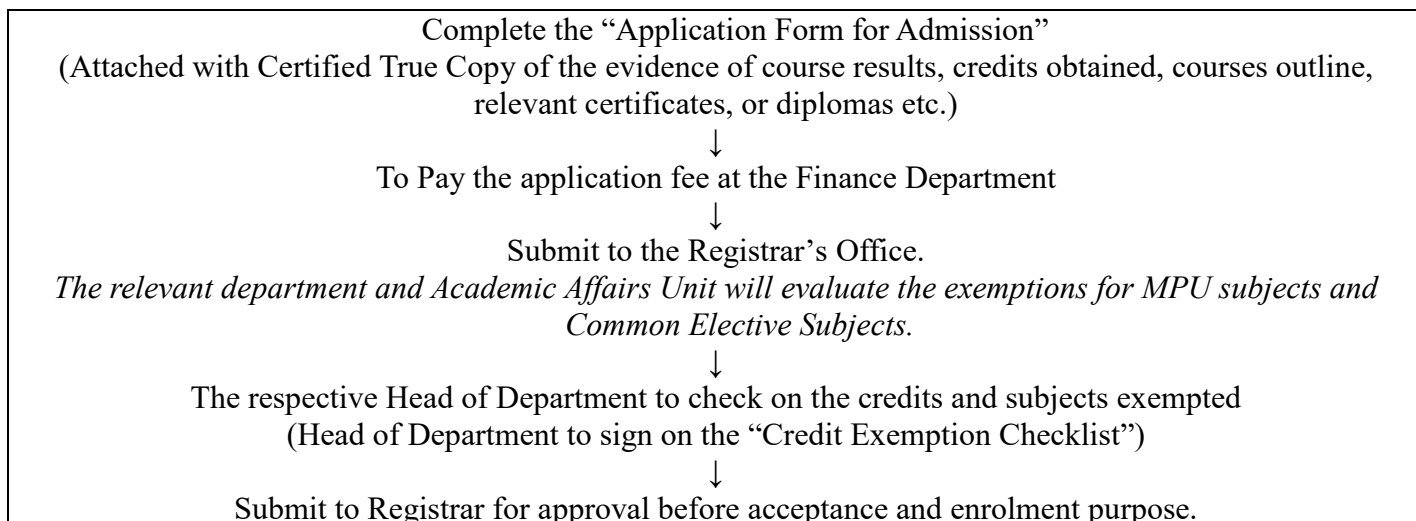
Appendix B: Restrictions on total credits for course selection & total credits required for completion of the programme

Levels	Programmes	Total credits for completion
Foundation	Foundation in Business	50
	Foundation in Chinese Communication	50
	Foundation in Art and Design	51
Diploma	Diploma in Business Administration	90
	Diploma in Marketing	90
	Diploma in Accounting	90
	Diploma in Media Studies	90
	Diploma in Drama and Visuals	90
	Diploma in Visual Arts	90
	Diploma in Graphic Design	90
	Diploma in Interior Design	90
	Diploma in Information Technology	90
	Diploma in Web Development Technology	90
	Diploma in E-Commerce	91
	Diploma in Computer Science	90
	Diploma in Teaching Chinese as a Second Language	90
	Diploma in Early Childhood Education	91
Diploma in Digital Media Design	90	
Bachelor	Bachelor of Arts (Honours) in Business Administration	125
	Bachelor of Business in Marketing (Honours)	124
	Bachelor of Science (Honours) in Finance & Accounting	136
	Bachelor of Arts (Honours) in Chinese Language & Literature	120
	Bachelor of Computer Science (Hons) in Network Technology	123
	Bachelor of Computer Science (Hons) in Software Engineering	123
	Bachelor in Information Technology (Cyber Security) with Honours	120
	Bachelor of Arts (Honours) in Visual Communication	120
	Bachelor of Arts (Honours) in Counseling	126
	Bachelor of Early Childhood Education (Honours)	122
	Bachelor of Education (Teaching Chinese As A Second Language) (Honours)	120
	Bachelor of Arts (Honours) in Chinese Media and Communication Studies	120 / 123

Addendum Regulation 1: Application procedures for credit exemption

1. Explanation: Students currently studying in the UC who wish to change their programmes of studies or students transferring from other institutions of higher learning recognized by the Ministry of Higher Education may apply for credit exemption according to the following procedures.
2. The following students may apply for credit exemption:
 - 2.1 UC students who are changing their programmes of studies:
 - A. Those transferring within the same year of studies (including Certificate students who have completed one semester but are transferring to another Certificate programme);
 - B. Transfer to a lower semester in different programmes of studies;
 - 2.2 UC students who are applying for re-enrolment;
 - 2.3 Students who have completed one or more semesters in similar programme of studies in other institutions that recognized by the Ministry of Higher Education and also possess relevant certificates or diplomas with appropriate academic result slips when applying to transfer to similar programmes of studies in the UC.
3. Scope of credit exemption
 - 3.1 UC students who are changing to other programmes of studies: Credit exemptions are given for common elective subjects of the UC, MPU subjects, common compulsory subjects and relevant subjects of the departments concerned.
 - 3.2 Transfer students: Credit exemptions are allowed based on the following conditions:
 - A. Common elective subjects, MPU subjects, language subjects with equivalent standard in recognized institutions can be exempted;
 - B. Total credit exemption for compulsory subjects in similar programmes of studies in the UC is subjected to a maximum of one-third of the total credits, and the results of the similar subjects must not be lower than Grade C;
 - C. Total credit exemption should not exceed than one-third of the total credits required for graduation purpose;
 - D. Application for credit exemption should be supported with the syllabi of the relevant subjects taken as evidence of the academic standard of the course; application for credit exemptions should be submitted together with application for admission into the UC.
4. Exemption on the contents of the subjects
 - 4.1 Subject with similar title and content;
 - 4.2 Subject with different title but similar content;
 - 4.3 Subject with different title and content but of similar nature.
5. Maximum duration of studies: Students transferring from other programmes or other institutions must study in the said programme in the UC for one academic year to be recognized as fulfilling the necessary stipulated conditions for graduation.

6. Transfer students from other institutions - application for credit exemption procedures:



Addendum Regulation 2: NEUC Chinese Language proficiency regulation

According to UC Regulations, all students must fulfil the Chinese Language proficiency requirement before graduating; except for students studying in the Department of Chinese Language and Literature.

1. Students who possess Chinese Language qualifications in UEC, STPM, SPM or other equivalent qualifications are required to attend one semester of Advanced Chinese Language. Upon completion of the subject, the students will be awarded with two credits. However, students can be exempted from taking Advanced Chinese Language if their Chinese Language subject result is able to meet the requirements (please refer to Chapter V: Compulsory language courses and conditions for exemption) for details.
2. Students who possess Chinese Language qualification in PMR/PT3 are required to attend one semester of Intermediate Chinese Language. Upon completion, successful students will be awarded with two credits.
3. Students who possess Chinese Language qualification in UPSR must attend one semester of Beginner Chinese Language. Upon completion, successful students will be awarded with two credits.
4. For students without any Chinese Language qualifications mentioned above are required to attend one semester of Basic Chinese Language I. Upon completion, successful students will be awarded with two credits.

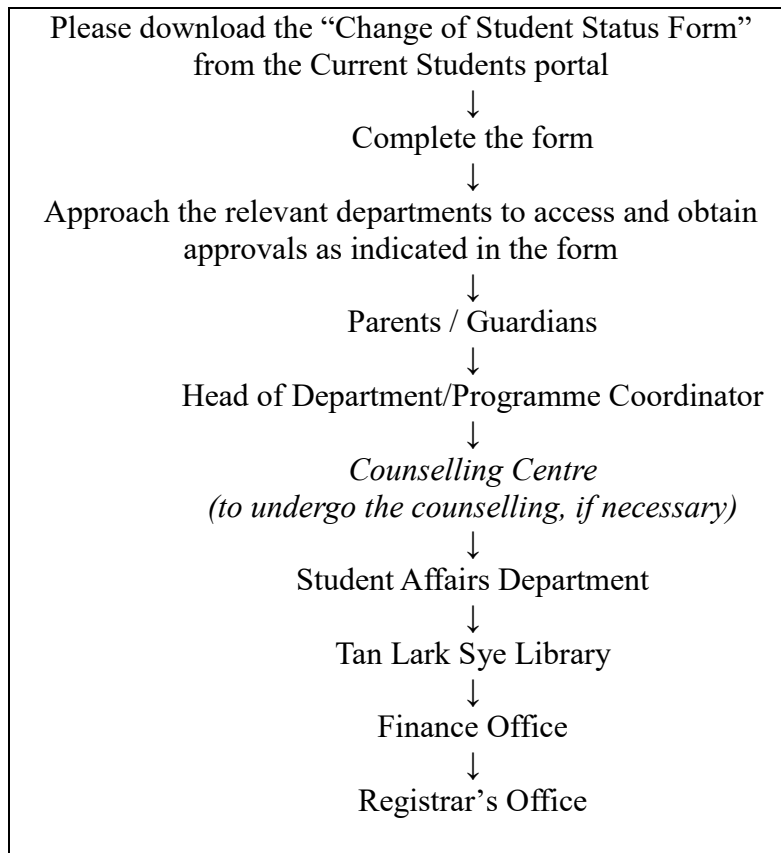
Addendum Regulation 3: Deferment and withdrawal procedures

1. Deferment procedures:
 - 1.1 Students may apply for deferment based on the following situations:
 - A. Students have been diagnosed with any illness by a hospital that recognized by the UC that requires treatment or recuperation for a period. The application on number of days for deferment is more than one-third of the total credit hours in that semester.

- B. If the deferment is more than one-third of the total credit hours in a semester, then the students will need to repeat that particular semester upon completion of the deferment period.
 - C. Students who are applying for deferment due to specific reasons or issues or as instructed by the UC, must apply within 30 days from the commencement date of the new semester.
- 1.2 Students are only allowed to apply for deferment for a period of one semester or one academic year. Application to extend the deferment must be applied separately and subject to a maximum period of two years.
- 1.3 Students who do not apply for re-enrolment upon the end of the deferment period are deemed to have withdrawn from the UC.
- 1.4 Conditions and specifications for deferment students who are recipients of scholarships and bursaries:
- A. Students who are receiving scholarships or bursaries from the UC will have their scholarships and bursaries withheld during the deferment period until they resume their studies;
 - B. Students who are receiving scholarships or bursaries from the UC, who then decided not to resume their studies and choose to withdraw after the end of the deferment, must reimburse the disbursed amounts in instalments within the specified period.
2. Withdrawal procedures:
- 2.1 Students under the following circumstances shall be handled according to the withdrawal procedures:
- A. Diagnosed with a serious illness or incapacitated due to accidents that resulted in inability to continue their studies;
 - B. Stopped their studies without applying for withdrawal, and was uncommunicative;
 - C. Achieved a CGPA of less than 2.00 in two consecutive semesters, (except for students with special approval granted by the Academic Quality and Assurance Committee;
 - D. Not attending or absent from classes without reasons for a total of one third of the credit hours or more in that particular semester;
 - E. Unable to complete the studies within the specified maximum period of studies;
 - F. Violated any law of the country or committed an offence under the UC rules and regulations;
 - G. Students who are applying for withdrawal and shall complete the withdrawal procedures within 30 days from the commencement date of the semester.

3. Application procedures:

Students who wish to apply for deferment or withdrawal from the UC must adhere to the following steps:



4. Relevant regulations:

- 4.1 Students who are receiving scholarships or bursaries but decided to withdraw from the UC before completion of studies must reimburse the disbursed amount of scholarships or bursaries in instalments within the specified period;
- 4.2 Students who have withdrawn or expelled from the UC are not allowed to apply for re-enroll;
- 4.3 Students who have been asked to withdraw from the UC (based on Clause 2 of the Withdrawal procedure of Item B to F under the Addendum Regulation 3: Deferment and withdrawal procedures), will not receive refund for the tuition fee and validation fee paid to the UC.
- 4.4 Deferment: Student who has completed the withdrawal procedure within 30 days from the course commencement date is entitled to receive refunds for the tuition fees, and validation fee that paid. However, students who only completed their withdrawal after 30 days from the course commencement date, will forfeit all paid tuition fees and validation fee.
- 4.5 Withdrawal: Student who has completed the withdrawal procedure within 30 days from the course commencement date is entitled to a fee refund. Please refer to Clause 4.6 on the details of the refund. However, students who have only completed the withdrawal after 30 days from the course commencement date, will forfeit all paid tuition fees and validation fee.
- 4.6 Refund matters: Students who have completed the withdrawal procedure

within 30 days from the course commencement date will be refunded 75% of the tuition fees. Other fees will be forfeited.

Addendum Regulation 4: Online course selection and checking of academic results

1. Students may log into the UC Intranet at <http://cmserver.newera.edu.my> to perform online course selection and registration, and also check their academic results.
2. Students who log into the Intranet will need to key in their Student ID number (e.g. 1750001) as user name and identity card number (e.g. 830202015533) as password. They may then change their password thereafter.

The user manual on course selection, Credits/Retake Application Form and Courses Exemption Form can be downloaded from http://www.newera.edu.my/currentStudent_cn.php.

Registrar's Office (Admission & Records Unit)
New Era University College (NEUC)
Ground floor, B Block
Tel: 03-87392770 ext: 124/162
Email: aru@newera.edu.my
Website: <https://www.newera.edu.my/ro.php>
Facebook: <https://www.facebook.com/necregistrar>

Registrar's Office (Academic Unit)
New Era University College (NEUC)
Ground floor, B Block
Tel: 03-87392770 ext: 127/130/6207
Email: roau@newera.edu.my
Website: <https://www.newera.edu.my/ro.php>
Facebook: <https://www.facebook.com/necregistrar>

Registrar's Office (Examination Unit)
New Era University College (NEUC)
Ground floor, B Block
Tel: 03-87392770 ext: 129
Email: exam@newera.edu.my
Website: <https://www.newera.edu.my/ro.php>
Facebook: <https://www.facebook.com/necregistrar>

Chapter 3 Tuition Waiver

New Era University College Tuition Waiver Terms and Conditions (For Malaysian Students)

1. This Tuition Waiver is formulated in order to assess and reward the excellent students who wish to pursue the academic programmes in New Era University College.
2. Tuition Waiver is for all the excellent students coming from various types of Secondary schools and also for all existing students of New Era University College.
3. The Scholarship Committee is chaired by Vice-Chancellor, Deputy Registrar (Academic unit), Head of Student Affairs and Head of Sales and Marketing.
4. The Deputy Registrar (Academic unit) is authorized by the Scholarship Committee to assess, review and approve the tuition waiver applications for qualified students in every new academic intake or semester.
5. Applicants must only use the recent official results (not more than 2 years) to apply for the tuition waiver.
6. Qualified applicants are advised to complete and submit the application form with all required supporting documents before the closing date. Qualified candidates will be interviewed and successful candidates shall register on the day of registration; failing to do so will result in the cancellation of tuition waiver awarded.
7. Criteria for tuition waivers are as follows:

7.1 Excellence in Academic Performance Tuition Waiver

- 7.1.1 UEC with at least 7 As;
- 7.1.2 STPM or equivalent qualification (A-Level) with at least 3 As;
- 7.1.3 SPM or equivalent qualification (O-Level, IGCSE) with at least 9 As;
- 7.1.4 Completed the incumbent programme with a Cumulative Grade Point Average (CGPA) of 4.0;
- 7.1.5 For new or existing or progressing students that studying either Foundation, Diploma or Degree programme;
- 7.1.6 Full scholarship covering tuition fees, miscellaneous fee and hostel fee;
- 7.1.7 Not applicable for students enrolled in Drama and Visuals programme.

7.2 Student Excellence Tuition Waiver

- 7.2.1 UEC with not more than 15 aggregate points for the best 5 subjects;
- 7.2.2 STPM or equivalent qualification (A-Level) with at least 3 Bs;
- 7.2.3 SPM or equivalent qualification (O-Level, IGCSE) with at least 7-8As;
- 7.2.4 For new students that studying either Foundation, Diploma or Degree Programme;
- 7.2.5 Please refer to Clause 9 table on the amount of waiver on tuition fee for every long semester.
- 7.2.6 Not applicable for students enrolled in Drama and Visuals programme.

7.3 Talented Student Tuition Waiver

- 7.3.1 Photocopy of STPM/SPM/UEC certificates;

- 7.3.2 New student who is applying to study the Diploma in Drama and Visuals;
- 7.3.3 Talented in performing drama and visuals with good conduct;
- 7.3.4 Only one (1) recipient is eligible for this tuition waiver per year;
- 7.3.5 After completed the enrollment, the Department of Drama and Visuals will recommend and notify the student to attend the interview for selection purpose.

7.4 Multi-Cultural Tuition Waiver

- 7.4.1 For non-Chinese students only;
- 7.4.2 UEC with not more than 30 aggregate points for the best 5 subjects;
- 7.4.3 STPM or equivalent qualification (A-Level) with at least 2 Cs;
- 7.4.4 SPM or equivalent qualification (O-Level) with at least 5 Cs;
- 7.4.5 For existing students who have completed the studies with Cumulative Grade Point Average (CGPA) 3.75-3.99;
- 7.4.6 For new or existing or progressing non-Chinese students that studying either Foundation, Diploma or Degree Programme;
- 7.4.7 Please refer to Clause 9 table on the amount of waiver on tuition fee for every long semester;
- 7.4.8 Not applicable for students enrolled in Drama and Visuals programme.

7.5 Chinese Independent High School Principal Recommended Student Tuition Waiver

- 7.5.1 New students who enrolled into the Degree Programmes;
- 7.5.2 Chinese Independent High School students recommended by their respective principals (UEC results must meet the admission requirements);
- 7.5.3 To submit the completed Chinese Independent High School Principal's Application Form;
- 7.5.4 Please refer to Clause 9 table on the amount of waiver on tuition fee for every long semester;
- 7.5.5 Not applicable for students enrolled in Drama and Visuals programme.

7.6 SMJK Principal Recommended Student Tuition Waiver

- 7.6.1 New students who enrolled into the Foundation or Diploma or Degree Programme;
- 7.6.2 SMJK students recommended by their respective principals (STPM/SPM results must meet the admission requirements);
- 7.6.3 To submit the completed SMJK Principal's Recommended Application Form;
- 7.6.4 Please refer to Clause 9 table on the amount of waiver on tuition fee for every long semester;
- 7.6.5 Not applicable for students enrolled in Drama and Visuals programme.

7.7 Sports Student Tuition Waiver

- 7.7.1 For new students who either enrolled into the Foundation or Diploma or Degree programme.
- 7.7.2 National or state player for basketball or badminton (academic results must meet the admission requirements);
- 7.7.3 Not applicable for students enrolled in Drama and Visuals programme.

7.8 Existing/Progression Students Tuition Waiver

- 7.8.1 For existing students who had completed the academic programme with Cumulative Grade Point Average (CGPA) 3.75-3.99;
- 7.8.2 For new or existing or progressing students that studying either in the Foundation or Diploma or Degree Programme;
- 7.8.3 Please refer to Clause 9 table on the amount of waiver on tuition fee for every long semester.

8. All above tuition waivers will cover the first year's tuition fee only. However, students who had obtained the Cumulative Grade Point Average (CGPA) 2.00 in end of every academic year, the Tuition Waiver will be renewed automatically. However, if the CGPA is not meeting 2.00, the Tuition Waiver will be automatically withdrawn.

9. The amount of Tuition Waiver for various programmes:

Programme	Every Long Semester(RM)
Foundation Programme	2000.00
Diploma Programme	3000.00
Degree programme	5000.00

10. Deadline for Tuition Waiver application:

- 10.1 **New students**—to apply during the enrolment.
- 10.2 **Existing students**—to apply within 3 days in the beginning of new semester.
- 10.3 **Progression students**—to apply within 3 days after results have been released.

11. Procedures on applying for Tuition Waiver

11.1 For new student's application:

- 11.1.1 Photocopy of STPM/SPM/UEC certificate;
- 11.1.2 Photocopy of graduation certificate;
- 11.1.2 Photocopy of school leaving certificate;
- 11.1.4 Photocopy of Identity Card (both sides are on the same page of A4 size paper);
- 11.1.5 STPM/SPM/UEC official results (not more than 2 years).

11.2 For existing/progression student:

- 11.2.1 Application form;
- 11.2.2 A brief self-introduction.

11.3 Procedures on automatic renewal of Tuition Waiver

- 11.3.1 If the Cumulative Grade Point Average (CGPA) of the academic year is not meeting 2.00, the Tuition Waiver will be automatically withdrawn;
- 11.3.2 The Scholarship Committee is responsible for reviewing and selecting the applicants for Tuition Waiver;
- 11.3.3 All recipients must sign the letter of "Acceptance of New Era University College Tuition Waiver";
- 11.3.4 Recipients are required to participate in the "University College Service Programme" organized by the Scholarship Committee for at least two events in a year. Failure to do so, the Tuition Waiver entitlement will be revoked; and the recipient must reimburse back the utilized amount of Tuition Waiver to the University.
- 11.3.5 All recipients of Tuition Waiver must complete their studies (this is

including completing the Foundation programme and then continue to Degree programme as well).

11.3.6 All Tuition Waiver recipients are not entitled to other NEUC tuition fee discount schemes.

12. University College Services Programme:

12.1 Service requirement

During the Tuition Waiver period, students are required to participate in two (2) University's event every year as a volunteer.

12.2 Events

Student can choose or assigned by the relevant department to participate in the following University College's event:

- i. Convocation;
- ii. Registration day;
- iii. Sales carnival/Bazaar;
- iv. Student recruitment/Education exhibition;
- v. Fund raising;
- vi. Ushering;
- vii. Community activities.

12.3 The Registrar's office (Academic unit) reserved the right to decide and assigned the students to the suitable events.

13. For more details about the Tuition Waiver, kindly refer to the University Website under "Tuition Waiver and Scholarship" portal.

Registrar's Office

New Era University College (NEUC)

Ground floor, B Block

Tel: 03-87392770 ext: 128

Email: scholarship@newera.edu.my

Website: <https://www.newera.edu.my/ro.php>

Facebook: <https://www.facebook.com/necregistrar>

Chapter 4 Student Affairs Department

The Student Affairs Department is responsible for managing and planning all matters related to students' welfare and activities. Therefore, the department will supervise, guide, and assist students during their stay on campus. Furthermore, Student Affairs will act as the communication channel between the university college and students.

Student Affairs provides friendly, caring, and supportive assistance to students whenever they encounter any difficulties during their studies in the university college. We also encourage students to actively participate in the extra curriculum activities to explore self-potential and to cultivate the necessary soft skills for personal development.

The roles and responsibilities of Student Affairs:

1. Student clubs/societies: to oversee student activities, manage application for venues, outdoor activities, etc.
2. Student welfare: to oversee student discipline of the students, to handle student personal accident insurance, to provide work-study programme, to monitor student feedback or suggestions, etc.
3. Life guidance: car stickers application, employment opportunities, hostel Management, etc.

1. The Code of Student Conduct

1. The purpose of the Code of Conduct (the Conduct) is to ensure a safe learning environment and to provide administrators with intervention guidelines in the campus.
2. All students' misconduct/disruptive behaviours will be dealt according to this Conduct. Other relevant laws or New Era University College (UC) rules and regulations will be applied if necessary.
3. The misconducts are divided into three categories depending on the severity of the cases

1. Minor offences

- 1.1 Littering in the campus.
- 1.2 Smoking or evidence of smoking in the UC premises.
- 1.3 Failure to obey rules and regulations or disrupting public order.
- 1.4 Possession or consumption of alcoholic beverages on campus.
- 1.5 Failure to participate in the co-curriculum activities assigned by the UC.
- 1.6 Unauthorised use of UC property.

2. Major Offences

- 2.1 Gambling in the UC or related evidence found
- 2.2 Assault or fight with others.
- 2.3 Willfully damaging or vandalising facilities and properties of the UC.
- 2.4 Involved in acts endangering self and others in the UC.
- 2.5 Possession or usage of flammables without approval from the UC.
- 2.6 Disrespectful to staff, cheating or failure to obey advice from staff or other student.
- 2.7 Putting up posters or any other form of information on the notice board without prior approval
- 2.8 Mismanaged funding such as abuse; or forgery of account, incomplete

- account reporting, etc.
- 2.9 Misbehaving or found visiting at improper premises that will tarnish the reputation of the UC.
- 2.10 Disseminating inaccurate information with intention to humiliate or to defame or to tarnish the reputation of others on social media.
- 2.11 Organising unapproved activities or inviting external parties without approval for activities in the campus.

3. Criminal Offences

- 3.1 Theft
- 3.2 Displaying sexual misconduct behaviour to others whether verbally, physically, whether intentionally or unintentionally.
- 3.3 Hack into any social media network or disseminate untrue information that disrupts the security of the Internet network.
- 3.4 Submitting fabricated, altered or forged documents.
- 3.5 Involving in illegal organisations or activities that will cause public disorder.
- 3.6 Frightening or threatening others that will bring harm to their persons.
- 3.7 Possessing assault weapons or dangerous items.
- 3.8 Misleading, cheating, or compelling others to involve in any related or similar activities.
- 3.9 Violated drug related laws.
- 3.10 Involvement in any activities that violates the laws of Malaysia.

5. Students who are verbally abusive, displaying misbehavior/disruptive behaviours or breaching the UC's rules and regulations will be subjected to disciplinary actions. The following are the actions that can be taken on students:

- 5.1 Verbal warning.
- 5.2 Written warning or fine (minimum RM50.00 and above) or both.
- 5.3 Compensation or fine on the vandalized property.
- 5.4 Referral to Counselling Centre
- 5.5 Suspension from the UC.
- 5.6 Dismissal from the hostel (for hostel students).
- 5.7 Dismissal from the UC.
- 5.8 Other actions deemed suitable by the Disciplinary Committee.
- 5.8 For any criminal offences cases, the UC has the right to lodge a police report.

Students expelled from the UC will not be entitled for refund on fees paid.

- 6. The UC will issue a letter on the misconduct that containing the following details:
 - 6.1 Name of the student involved in the misconduct.
 - 6.2 Nature of punishment and reasons behind it.
 - 6.3 If the student is dissatisfied with the punishment, the student may appeal against it.

A copy of the letter on the disciplinary action taken against the student will be sent to the student's parents/guardians.

7. Appeal Procedures

Student may appeal to the Registrar against the decision of the Disciplinary Committee within 7 days from the date of the letter. The Registrar shall convene a hearing of such requests if he is satisfied with any one of the following:

1. Likelihood of misapplication or misinterpretation of the relevant rules and regulations or guidelines;
2. Likelihood of existing facts which were not taken into account in arriving the earlier decision which would have affected the earlier decision if such facts had been taken into account;

The decision of the Hearing Committee shall be final.

II. Student Hostel

1. On Campus Hostel

The hostel block is name “Yin Shui Si Yuan”, meaning that we should be grateful to those who have contributed to the UC.

The hostel floors are from the 3rd to the 9th floor with 134 hostel rooms designed for 3-person or 5-person or 7-person occupancy. However, most of the hostel rooms are for 5-person occupancy. Each hostel room has a washroom, a bathroom, a balcony, and Internet access (students are to provide their own computers and network cards). There is a self-service laundry room, a student lounge, water dispensers and a fire security control system in the hostel. The hostel building is provided with 24-hour security and a CCTV system.

The hostel not only provides facilities for accommodation but also opportunities for students to experience community living and to nurture capabilities for self-governance and self-discipline.

The facilities in the hostel block include:

- | | |
|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10 th Floor | : Hostel rooms for Guests / Staff (<i>manage by General Affairs Department</i>) |
| 6 th to 9 th Floors | : Hostel rooms for female students. |
| 5 th Floors | : Hostel rooms for male/female students. |
| 3 rd to 4 th Floors | : Hostel rooms for male students. |
| 2 nd Floor | : Counselling Centre, Department of Guidance and Counselling Psychology, Department of Chinese Language and Literature, Centre of Malaysian History, Drama & Visual Department, Education Department, Surau, Students Union Office, and classrooms. |
| 1 st Floor | : Department of Art and Design, White Gallery, and classrooms. |
| UG floor | : Ng Ah Choo Multipurpose Hall, Student Affairs Department, Hostel Warden Office, Healthcare Room, Public Relations Room (Media Studies), and Drama & Visual Editing Room. |
| G floor | : Cafeteria, C&C Photocopy Centre, Security Guards Room, and Black Box Theatre. |
| LG floor | : Dong Zong Publication and Distribution Department. |

2. Student Hostel Management Rules and Regulations

Chapter I General Provisions

1. The UC sets out these management regulations for purposes of promoting education through hostel life, guiding students to nurture good habits in everyday life and making hostel life the basis for building a healthy campus culture.
2. Rooms in the hostel are limited and priority is given to new students and female students. Kajang Sentral Hostel is hosting vocational male students.

3. Structure and responsibilities of Hostel Management Committee: The UC has established the Student Hostel Management Committee (hereinafter referred to as HMC). It is responsible for drawing up relevant rules and supervising the implementation of these rules. The HMC members comprise of the Head of Student Affairs Department, the Head of General Affairs Department, the Head of Counselling Centre, counsellors, hostel wardens and representatives from the Hostel Students' Association.

Chapter II Application for Accommodation and Allocation of Hostel Rooms

1. Application for accommodation in the UC hostel is administered every year in line with the timing of student enrolment (February, May, July, September and October) and priority is given to new students. Application may be open to current students depending on availability of hostel rooms. However, special consideration will be given to students who have actively contributed to the promotion of self-governance culture in the hostel.
2. Selection method:
 - a. New students: We offer rooms to paying students based on the "first come first served" basis (subject to room availability)
 - b. Current students: Please refer to the "Requirements of Application for Extension of Accommodation".
3. The accommodation period for all new students is until end of the last semester of the academic year. Following that, they are required to apply to renew their accommodation at the end of the year to continue to stay in the hostel in the following academic year. However, they must adhere to the instructions of annual room adjustment by the HMC.
4. Students who fail to pay their hostel fee and deposit within the stipulated time are considered as having withdrawn from the hostel.
5. No prior reservations will be entertained.
6. Payment of hostel fee is administered according to the rules set by the UC. The hostel fee is payable on a semester basis. Current students who wish to stay for the short semester are required to submit the application for accommodation extension. Following that they must pay the hostel fee once approval is granted.

Hostel fee for the first month shall be paid based on the following check in date:

Check in date	Hostel fee
1st till 10th of the month	Full hostel fee
16th onwards	50% of the hostel fee

Hostel fee is standard for all students. If any student would like to reserve the room on the first day of the month, they will need to pay the full hostel fee. All new students may check in 3 days prior to Registration Day of every intake.

7. All students staying in the hostel must pay 2 months rental as refundable hostel deposit. The deposit will be refunded upon check out if there are no deductions or forfeitures.
8. Current students who have been granted approval in their accommodation renewal and have already paid the hostel fee, may cancel their accommodation thereafter. The deposit, however, is not refundable.
9. The hostel rooms are allotted by the Hostel Warden. Failure to accept the arrangement will result in cancellation of the accommodation.

10. Do not exchange/transfer rooms/beds without permission from the Hostel Warden. Exchanging of beds and/or staying overnight in other rooms is deemed to be breaching the hostel rules and regulations.
11. The UC reserves the right to relocate existing students in the room or allocate any vacant beds to other applicants at any time. All existing students in the rooms cannot reject such arrangements.
12. Hostel students will need to prepare their own daily necessities such as blankets, pillows, pillow cases, bed sheets, etc.

Chapter III Regulations on Withdrawal from Hostel and Refund of Hostel Fee

1. Students must apply and complete the withdrawal procedures from the hostel when they are either on deferment or transferring to other institutions or have withdrawn from the UC or have been diagnosed by doctors as unfit for hostel life or have voluntarily moved out from the hostel.
2. Deposits are not refundable under the following conditions:
 - a. Students who have been granted a place in the hostel but decided not to stay even after the hostel fees have been paid.
 - b. Students who have withdrawn from the hostel before completing the accommodation period for the academic year.
3. Refund of hostel fee and deposit are processed as follows:

Accommodation period	Students who stayed until the end of the semester	Students who did not stay until the end of the semester
Refundable Hostel Fee	Deposit is not refundable.	Hostel fees for 2 months will be deducted and the balance will be refunded; deposit will be refunded but subject to deduction, if there are any outstanding payments due.
*Hostel deposit will be refunded to students who have stayed until the last semester of the academic year but have decided to discontinue their stay in the following academic year.		

4. Students must check out from the hostel at the Hostel Warden Office if they do not wish to continue to stay in the hostel or upon completing the accommodation period. Otherwise, there will be an additional rental fee imposed every half month based on a half month rate plus an administration fee of RM53.00.
5. The HMC does not accept transfers of vacant beds to other students for any withdrawals from the hostel.
6. For students expelled from the hostel, the HMC will inform the parents or guardians in writing. These students must move out of the hostel immediately after completing the withdrawal procedures. The remaining balance of the hostel fee and deposit will not be refunded. If students are delayed in withdrawing from the hostel due to special circumstances, approval from the Hostel Warden is required.
7. Students applying for withdrawal from the hostel shall follow the following procedures:
 - i. Obtain the Hostel Withdrawal Form from the Hostel Warden, and fill in personal particulars and withdrawal date. Once completed, return the form

to the Hostel Warden.

- ii. The Hostel Warden will inspect if the hostel items assigned previously are in good condition. Upon check out, the door access smart tag, hostel room key, and hostel pass must be returned. All personal belongings must be removed from the hostel.
- iii. Upon check out, students must clear all rubbish, ensure that the hostel room, ceiling, fans, walls, bathroom floor tiles, and toilets are clean and all beds, study tables, cupboards, etc. are in the original position. Otherwise, the deposit will not be refunded.
- iv. Once the hostel withdrawal procedures is completed, the student will keep the a carbon-copy of the Hostel Withdrawal Form. The original copy form will be kept by the Finance Department and the Hostel Warden Office will retain the second carbon-copy.
- v. The full deposit will be refunded only if the door access smart tag and hostel room key have been returned and the study table, cupboard, bed, mattress, chair, etc. are in good condition. The Finance Department will refund the deposit to the student via bank remittance.
- vi. Losses, damages or serious scribbling of hostel items must be compensated and will be deducted from the deposit, or the student will make payment to the Finance Department. The compensation scheme is as follows:
 - i. Hostel room key, each RM11; Hostel Pass, each RM5; Door access smart card for Mewah Hostel, each RM50; Door access smart card for Kajang Sentral Hostel, each RM50.
 - ii. For damages that can be repaired, all costs of repair are to be borne by the student.
 - iii. For damages beyond repair, compensation is to be made based on the following criteria (according to price of purchase):

Year of purchase	Compensation	Year of purchase	Compensation
Year 1	100%	Year 4	40%
Year 2	80%	Year 5	30%
Year 3	60%	Year 6	20%

Note: Any damages caused by the student, will be compensated by the student based on price of purchase.

- iv. Dirty mattresses due to usage without bed sheets or caused by other factors must be compensated based on the price of purchase.
- vii. Students who have completed their final semester studies in the UC must complete the withdrawal procedures at the Hostel Warden Office at the end of the semester. Failure to do so within 3 days after the stipulated time, will signal to the HMC that the students are giving up their deposit refunds. Therefore, the said deposits will be forfeited. The Hostel Warden Office has the right to remove all the students' personal belongings from the room without notice and is not responsible for any loss or missing items.

Chapter IV Requirements for Application for Extension of Accommodation and Renewal of Accommodation

1. Basic Requirements:
 - a. Good discipline.

- b. Participate in hostel cleaning duty assigned.
2. For other requirements, please refer to the notices on “Requirements for Application for Extension of Accommodation” issued from time to time by the Hostel Warden Office.

Chapter V Discipline Regulations for Hostel Students

For purposes of enhancing hostel management in order to maintain order, and peace in the hostel, safeguard the safety of the students and properties, all students who are staying in the hostel must comply with the following hostel rules and regulations.

In the event of violations (residents have the obligation to report the offences), investigation will be carried out and students who have violated the rules and regulations will be penalized with a points system based on the severity of the offences. For residents who have accumulated up to 10 penalty points, he/she will be ordered to move out of the hostel. The UC reserves the right to report to the authorities for offences that are criminal in nature. To improve the residents’ ability to self-govern, to be responsible and obey the rules and regulations, to cultivate good habits, to maintain safety, cleanliness, and order of the hostel, as well as promoting cooperation and harmony, residents are required to obey the following rules and regulations:

- a. After 12 midnight
The hostel’s main gate will be closed, and no exit/entry is allowed except for late returning residents with special reasons but had informed the hostel warden by completing the relevant form and obtaining approval 3 days in advance. Except for emergency situations, residents are required to complete the relevant form on the following day at the Hostel Warden Office. Otherwise, they will be considered as late returning residents.
- b. Do not loiter around public areas at the front and back of the stairs, or around the lift lobby.
2. Water and electricity
 - a. To conserve energy, lights in the bedroom must be switched off by 12 midnight. However, table lamp is allowed.
 - b. Balcony and toilet lights should be switched off when not in used.
 - c. The last person leaving the bedroom or lounge must switch off the lights and fans. Water taps must be turned off after use.
 - d. Usage of unauthorized electrical appliances in the hostel is strictly prohibited. Residents will be held accountable for all incidents including fire that resulted in damage or loss. They must then compensate accordingly, aside from the legal liabilities.
 - e. Electrical appliances that can be used in the hostel includes electric fan, handphone, battery charger, radio, electric iron, hair dryer, computer, electronic dictionary, electric mosquito coil, shaver, and table lamp. Other electrical appliances are not allowed and will be confiscated if found with the resident penalized.
 - f. In addition to the above electrical appliances, Kajang Sentral Hostel students are allowed to use electric kettle and induction cookers. Please be careful as resident will be held accountable for all incidents including fire that resulted in damage or loss. They must then compensate accordingly, aside from legal liabilities.
3. Hygiene and cleanliness

- a. Maintenance of hygiene and cleanliness of the hostel rooms shall be undertaken by all hostel room residents. The room leader will draw up a duty roster and supervise the cleaning work involved.
- b. Cleaning of hostel common areas on each floor such as the corridor, lounge, lift lobby, laundry room, etc. is the collective responsibility of all hostel residents staying on the same floor. A duty roster will be drawn up by the floor leader and all students must work together to clean up the said areas from time to time.
- c. Do not leave any items at the corridors. All shoes must be placed in the rooms or on the shoes racks accordingly.
- d. Do not litter or spit in the hostel.
- e. All rubbish must be disposed of at the rubbish bin beside the main exit gate. Do not dispose of any rubbish in the common areas of the hostel such as the corridor, lounge, front and back stairs etc.
- f. Kajang Sentral Hostel residents must dispose their rubbish at the designated place.

4. Public property

(General)

- a. Residents are strictly prohibited to remove any hostel properties.
- b. Upon check in, students must inspect the condition of the study table, cupboard, bed, etc. Thereafter, students are responsible for the usage and care of the items. Residents must report to the Hostel Warden Office as soon as possible on any item that needs to be repaired, swapped or replaced. If damages on any items occurred due to negligence, students are then required to compensate the said item to the UC.
- c. Hostel room key, hostel pass, and door access card must be properly safeguarded and must not be lent to others in order to avoid possibility of duplication that may lead to undesirable consequences.
- d. Residents are strictly prohibited from pasting any stickers on public property and hostel furniture.

(Applicable to Bukit Mewah Campus Hostel)

- e. Use of room telephone shall be short and brief; its usage must not be affecting others who wish to use the phone or are resting.
- f. Avoid using the room telephone after 12 midnight to avoid disturbing others who are resting.
- g. If the tables, chairs, sofa, coffee table and other public property in the lounge are missing or damaged, and no one is admitting and willing to take responsibility, then every resident on the floor involved will be asked to bear the cost of repair or compensation collectively.
- h. Tables, chairs, sofa, etc. are for public use and taking them to the hostel room for one's own use is considered theft.

5. Note on visitors

- a. Only family members/relatives are allowed to visit the hostel residents.
- b. For visits during office hours, visitors must register at the Hostel Warden Office and leave behind their personal identification cards. A visitor pass will be issued to the visitors. For visits after office hours, visitors must register at the Security Office and leave behind their personal identification cards. The visitors' personal identification cards will be returned upon the return of visitor pass.
- c. Residents must accompany his/her visitors into the hostel but only one visitor is allowed at each time and must be of the same gender.
- d. No visitors are allowed between 8.00pm to 9.00am the following day for

- safety reasons.
- e. The HMC will withdraw the student's in the hostel if the visitors refused to obey this regulation.
6. Safety

Sitting at the edge of balcony, corridor and windows are prohibited in order to avoid any untoward incidents. Residents are fully responsible for any untoward incidents if they failed to adhere to this safety advice.
 7. Mutual respect and help
 - a. Do not make loud noises, sing or shout within the hostel area as that will disturb others who are studying or sleeping in the rooms.
 - b. Do not strip to the waist or be naked, especially outside the rooms.
 - c. In case of emergency or if you fallen ill at night, please ask your roommates to inform the Hostel Warden or night shift assistant in order to seek medical treatment in the hospital.
 - d. Do inform your roommate(s) if you are not staying in the hostel on certain days. Please leave all necessary contact details to your roommates so that we are able to reach you in case an emergency.
 8. Security

Students are not allowed to enter the security room located on G Floor, Block C except for an official matters that requires assistance from security.
 9. Random inspection and check out
 - a. The staff of the Student Affairs Department and the hostel warden has the right to carry out random inspections on the hostel room(s) at any time.
 - b. Residents who are moving out from the hostel must complete the withdrawal procedures in accordance with the specified regulations and dates. This will enable the General Affairs Department to carry out inspection and maintenance work. Hostel rooms must be cleaned up thoroughly before moving out. All personal belongings should be removed or kept in an area specifically provided for the storage purpose.
 10. Always be ready to assist others while staying in the hostel. Please report any violation of the hostel rules and regulations to the Hostel Warden Office in order to ensure the safety of the campus.
 11. Residents who are caught and committing the following offences will be immediately directed to move out from the hostel (those who have knowledge of the violations but did not report the incidents to the hostel warden will also be penalised with 5 penalty points):
 - a. Committed act of arson or starting fires due to personal negligence in the hostel;
 - b. Intentionally triggered the alarm system when there is no emergency;
 - c. Unauthorised use of or vandalise the safety devices/equipment, or emergency exit doors;
 - d. Inflicting bodily harm on others;
 - e. Bringing member of the opposite sex or non-hostel residents (including UC students and parents) into the hostel area;
 - f. Entering the hostel areas of the opposite sex without approval;
 - g. Allowing members of the opposite sex or non-hostel residents (including UC students and parents) to stay in the hostel rooms;
 - h. Making fake/unauthorised copies of the hostel pass for use by anyone including UC students;
 - i. Unauthorised hostel key duplication;
 - j. Stealing common property or personal belongings of others;
 - k. Entering into own or other hostel rooms through the balcony;
 - l. Disposing rubbish or any items from the balcony, window, and etc;

- m. Unauthorised of entry into the empty room;
 - n. Unauthorised of entry on to the roof top;
 - o. Bringing flammable items and illegal goods into the hostel;
 - p. Any other offences or incidents deemed a serious offence by the Hostel Management Committee that was not specified in this rule but has great impact on the public order of the hostel.
12. Residents who are caught and committing the following offences will be penalized with 5 penalty points (those who have knowledge of the violations but did not report the incidents to the hostel warden will also be penalised with 3 penalty points):
- a. Smoking, gambling, consuming alcoholic drinks or fighting in the hostel;
 - b. Vandalising or damaging hostel property and facilities such as common property, flooring, wall, etc.,
 - c. Bringing in the prohibited electrical appliances into the hostel and had the appliances confiscated;
 - d. Keeping a pet or plant in the hostel;
 - e. Lending out the hostel pass for use by others;
 - f. Moved out from the hostel without completing the withdrawal procedures or exchanged rooms with others or slept at others' rooms;
 - g. Residents who refused to listen to advice or refused to cooperate, resisted hostel pass checking by security guards, refused to give their names to be recorded by the security guards or used provocative language, or physical confrontation, cheated or took other actions deemed to obstruct the execution of official duties by the hostel wardens, security guards, or staff from the General Affairs Department.
13. Residents who are caught and committing the following offences will be penalized with 3 penalty points (those who have knowledge of the violations but did not report the incidents to the hostel warden will also be penalised with 1 penalty point):
- a. Selling goods or conducting any commercial activities;
 - b. Possessing prohibited items such as cigarettes, liquors, gambling sets, pornographic publications and etc;
 - c. Littering at the common areas in the hostel such as the staircase, lift lobby, corridors, etc.;
 - d. Disrupting the public order of the hostel;
 - e. Refusing to comply with the hostel administrative procedures.
14. Residents who are caught and committing the following offences will be penalized with 2 penalty points:
- a. Not participating in the cleaning work arranged by room or floor leader; or still not participating after receiving first warning and checking by room or floor leader;
 - b. Failure to maintain cleanliness of the room, and still not cleaning up the room even after being advised by the hostel warden.
 - c. Vandalising or damaging the hostel bulletin board and posters.
15. Others
- a. For any other incident and action that breaches the public order and the safety of the hostel not specified in the provisions above, the penalty will be decided by the Hostel Management Committee.
 - b. The hostel main entrance will be locked at 12 midnight and residents are strictly not allowed to leave the hostel. However, for residents who are leaving or returning late to the hostel (after 12 midnight), must have their names recorded down by the guard will record the students' names. Each student will then be penalized with 1 penalty point and their parents will be informed accordingly. For any student who wished to return late to the hostel due to any

- specific reasons, please apply in advance to get a written approval at the Hostel Warden Office.
- c. Students who instigate others to breach any hostel rules, both parties will be penalised with the same penalty point.
 - d. Students who are repeat the above offences, will be penalized with double penalty points each time.
16. Methods of penalty
- a. Students who have accumulated up to 10 penalty points will be ordered to withdraw from the hostel immediately.
 - b. Students are allowed to perform work services as substitute for penalty points in accordance with the following:
 - i. Objective: to provide an opportunity for students to make up for their mistakes. It is hoped this penalty in the form of work services can help them to realize their mistakes and thus achieve the purpose of education through experience in life.
 - ii. Mode of implementation: when students are penalized for offences, they may, within one week, apply to the Hostel Warden to substitute penalty points with work services.
 - iii. Work services: one hour may substitute for one penalty point. The duration of the work services is based on the total amount of penalty points accrued. Upon completion of the work services, the Hostel Warden will acknowledge and sign the application form.
 - iv. Scope of work services: cleaning up all public areas around the hostel such as the staircase, laundry room and the surrounding areas, etc.. Residents may discuss with the warden to perform community services in or outside the NEUC.
 - v. This provision is not applicable to the following:
 - Residents who have accumulated up to 8 penalty points.
 - Residents who has been ordered to withdraw from the hostel.
 - Repeating the same offence and the earlier penalty points had been substituted with work services. In this case, the penalty points shall be doubled.

Chapter VI Implementation and Amendments to Regulations

1. The Hostel Management Committee reserves the right to amend the regulations accordingly.
2. These regulations shall be approved by the Hostel Management Committee before submission to the NEUC Management Meeting for implementation purpose. The same shall apply to any amendments to the regulations.

Appendix: Regulating the Display and Management of Notices in the Hostel

1. These regulations are set out to manage the display of notices in order to maintain the cleanliness and aesthetic view of the public areas in the hostel block.
2. The 3rd to 9th floor of the hostel block shall be managed by the Hostel Management Committee, and assisted by the Students' Hostel Association. (10th floor is managed by the General Affairs Department).
3. All notices and promotional materials to be displayed must bear the stamp of the Hostel Warden Office.
4. All notices and promotional materials should not be larger than A4 size.
5. It is strictly prohibited to display any notices or promotional materials on the

walls, fire doors, emergency staircase, lifts, windows, grilles, room doors, and in the lounge.

6. It is strictly prohibited to use double-sided tape to display notices or promotional materials.
7. General notices and promotional materials may be displayed for two weeks. For any specific notices and promotional materials that requires to be displayed longer than two weeks, please apply for approval at the Hostel Warden Office.
8. The Hostel Warden Office reserves the right to remove any notices; or promotional materials that do not comply with these regulations.
9. For any other specific situation, please refer to the Hostel Warden Office.
10. The Hostel Management Committee reserves the right to amend these regulations accordingly.

3. Student co-curriculum activities

3.1 Societies and clubs

Students are free to organize all forms of competitions or exhibitions. To date, there are 28 societies and clubs in the UC as shown below:

Academic Societies (9)	Business, Art & Design, Media Studies, Drama & Visuals, Chinese Language & Literature, Guidance & Counseling Psychology, Education Studies, DISCS, FCC Studies
Musical/Arts Societies (4)	I-Do Music, LnG Dance, 24 Festive Drums and Culture Promotion Team
Sports Club (6)	Basketball, Volleyball, Badminton, Taekwondo, Table Tennis and Korfball.
Religious/Leisure/ Services Societies (9)	Hostel Students Association, Christian Fellowship, Buddhist Club, Board Games Club, Debating Club, Anime Cosplay Comics & Games Society, Volunteer Counselling Club, Tzu Chi Collegiate Youth and Multicultural Club.

3.2 Student activities and procedures on booking venue and borrowing equipment

Activities	Required documents	Remarks
Routine meeting, committee meeting and training	Classroom Usage Application Form	--
Annual General Meeting (AGM)	Classroom Usage Application Form and AGM agenda	Submit name list of latest elected committee members within 2 weeks after the election.
Talk or seminar	Classroom Usage Application Form, topic of the talk or seminar and profile of the speaker	If there is a refreshment/meals served and others, please submit Financial Report.
Election	Classroom Usage Application Form (including date, time & venue)	Include election's rules & regulations of the club or society.
Orientation, competitions, farewell,	Classroom Usage Application Form & activities	Please submit the comprehensive proposal

sales bazaar and other activities	report/proposal (including the Financial Report).	including all related to publicity/sales bazaar. Submit report or post-mortem report after the activities (including the Financial Report)
-----------------------------------	---------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------

Remarks:

1. Please submit the required documents to Student Affairs Department at least 2 months or earlier prior to the event for checking and approval.
2. Classroom Usage Application Form to be submitted to Student Affairs Department 7 days prior to the event and collect the confirmation slip 3 days after that.
3. If you are unable to search the availability of the date for booking, please wait until those dates are published, then only you can do the booking except for B500 and Ng Ah Choo Multipurpose Hall.
4. Activities that organised by various academic and administrative departments are not governed by this regulation except usage of UG Bridge.
5. Incomplete documents or application form will not be entertained.

4. Student Welfare

Apart from offering various programmes of studies, the UC also emphasizes the students' holistic personal development and their welfare. Counselling, scholarships and loans, opportunities for part-time work and student insurance are provided.

4.1 Work Opportunities

1. In campus

i) Work-study programme

- a. The UC provides opportunities for students with financial difficulties to take up part-time work in UC for the purposes of helping students from poor families, nurturing the spirit of perseverance and promoting holistic personal development.
- b. For those students who are interested can apply online in order to participate in this work-study programme in the beginning of every May semester
- c. The Student Affairs Department will allocate students for this part-time work based on actual needs in the various departments.
- d. The students involved are responsible mainly for assisting in the operations of the departments concerned. For the Work-study programme, the total working hours is 40 hours per month in the particular department and the wages is RM300.00 per month.
- e. Student Affairs Department will allocate the successful applicants based on the needs and the specific situations of the various departments.

ii) Part-time work on hourly basis

- a. The UC has another type of part-time work on hourly basis that students can apply to the relevant departments.
- b. The relevant department will organise and arrange the time for the students to work. Part-time work is on ad-hoc basis or specific situation. The wages are paid at RM4.00 to RM6.25 per hour depending on the nature of the work.

4.2 Student Personal Accident Insurance

- 1) The UC will insure every registered student with the Student Personal Accident insurance coverage. All the registered students are entitled for the 24 hours coverage on Personal Accident worldwide. Besides that protection with benefits such as accidental death, education allowance, allowance for tuition fees, hospitalization and permanent disability.
- 2) If a medical expenses claim is less than RM300.00, student is required to complete the Part I of the claim form. The attending doctor must write down the diagnosis/nature injury/treatment on the original medical bills or receipt. Then, the doctor must sign and affix the official stamp on the said documents.
- 3) If a Medical expense claim is more than RM300.00, student is required to complete Part I of the claim form and the attending doctor must complete the Part II of the claim form.
- 4) Student must submit all the original receipts/medical bills together with the completed claim form to Student Affairs Department. The Student Affairs Department will then forward all the documents to insurance company to process and determine the compensation accordingly. The student is advised to retain the photocopy of the documents that submitted to insurance company.
- 5) For more information on the Student Personal Accident insurance, please refer to the Student portal or enquire at the Student Affairs Department.

4.3 Application for Vehicle Entry Sticker

1) Procedure for applying car sticker

- 1.1) All currently enrolled students are entitled to apply for a Vehicle Entry Sticker while studying in New Era University College (NEUC). Each student is allowed to apply for only **one (1)** sticker.
- 1.2) Fee for the Vehicle Entry Sticker is RM11.00 each and it is valid for one year. The sticker must be affixed on the car windshield for identification purpose whenever entering the campus.
- 1.3) For issues such as changes in car registration number, damaged sticker, or to renew the Vehicle Entry Sticker, students may apply for a replacement and present the previously issued sticker upon collecting the new one. The replacement fee is RM11.00.
- 1.4) Any vehicle without a valid sticker is not allowed to enter the campus. The Management or the security guards have the right to request students to immediately return the expired sticker on the spot.

For students who wish to apply for the Vehicle Entry Sticker, they may use Student Gmail account to log into the online application link at the Student Affairs Department's portal. Once done, they may collect the sticker from the office.

2) NEUC Vehicles Management/Regulations

- 2.1 The following regulations are implemented to ensure campus safety and effective management of vehicles entering the campus.
- 2.2 Every vehicle entering the campus should have a NEUC Vehicle Entry Sticker and should be parked at the designated parking lots at Car Park B and C only.
- 2.3 There are 3 types of Vehicle Entry Stickers:
 - a. Staff – Staff is required to apply from Human Resource Department and shall return when resigned.

- b. Student - Students are required to apply from the Student Affairs Department and renew every year.
 - c. Visitor Pass - Visitors are required to register and obtain a temporary pass at the entrance from the security. The pass must be returned when they leave the campus.
- 2.4 Please affix the Vehicle Entry sticker at the front windscreen of your vehicle to facilitate identification and inspection purposes.
- 2.5 The car sticker does not ensure availability of parking spaces. When the parking spaces are full, kindly follow the guard's instruction and park the vehicle outside the campus.
- 2.6 For any event that organize in the campus and involve external parties entering into the campus must inform General Affairs Department 3 days before the event.
- 2.7 Vehicles' speed limit in the campus is 30 km/hour.
- 2.8 Staff, students and visitors are advised that the vehicles are parked at their own risk. Any damage to NEUC properties or public facilities must be compensated at market value.
- 2.9 Penalty for violated the parking regulations:
- a) Vehicles that are not parked at the designated parking lots are considered illegal parking.
 - b) Illegally parked vehicles will be clamped and the release fee is RM30.00.
 - c) The NEUC is not responsible for any damage cause by the clamping work.
 - d) The NEUC has the right to cancel any Vehicle Entry Sticker that issued if the driver failed to adhere to the Security's instruction/inspection, dangerous driving and driver with bad attitude will be prohibited to enter into the campus.

4.4 Suggestion/Feedback form

Students are welcome to provide any suggestion/feedback to the University College using the e-form in the "Current Students" portal.

4.5 Career Services

1. The Career Services platform is designed assist students and graduates to obtain information on internship and job opportunities.
2. All internship and employment opportunities are furnished by external companies/organisations to Student Affairs Department before uploaded into the platform.
3. Students and graduates who are interested with any of the internship or employment postings, they can keep in touch with the companies/organisations directly for more information. The UC is not involved in any of the internship or job arrangement between the students/graduates and companies/organisations.

4.6 Lost and Found services

1. Any item(s) found in the campus may handover to Student Affairs Department (SA).
2. The SA will publish the item(s) in the SA portal. If no one comes forward to claim the said items after 6 months, the SA will forward the item(s) the charity organisation.
3. The SA will publish the item(s) that will be forwarded to charity organisation one month before doing so.

4.7 Dress Code in the campus

The UC recognises the right of students to dress according to their individual taste. However, they are encouraged to use attires that consider the educational character of the UC.

Thus, there is a dress code for students while in lecture halls, seminar rooms, administrative offices, auditorium, laboratories, workshops and Library (except hostel). Should you be dressed inappropriately, you will be asked to leave and come back with more appropriately attired.

1. Campus attire should be decent and modest. Some extremes are not acceptable, including:

- i. sleeveless T-shirts;
- ii. singlet (tank tops);
- iii. indecently revealing shorts;
- iv. clothes with offensive words or pictures;
- v. slippers and sandals without heel straps;
- vi. tube blouse worn without vest / bolero;
- vii. revealing attire or mini-skirts;
- viii. transparent clothing;
- ix. hats, caps or other head wear (wearing these items for medical or religious reasons is acceptable);
- x. Body piercing, extreme hair style, tattoos and etc.

2. Faculty members may require their own in-class dress code policy provided that it is related, necessary, and reasonably relevant to their classes. This includes, but not limited to, the following cases:

- i. appropriate attire in workshop and attire for Physical Education classes;
- ii. formal attire during reports and other important activities.

Being well-dressed is a show of respect for others around you and will create a more harmonic and pleasurable academic environment. Students are advised to uphold this dress code on campus.

Student Affairs Department
New Era University College (NEUC)
UG floor, C Block
Tel: 03-87392770 ext: 6016 / 6017
Email: student@newera.edu.my
Website: <https://www.newera.edu.my/studentAffair.php>
Facebook: <https://www.facebook.com/newera.sa>

Chapter 5 Tan Lark Sye Library

The Tan Lark Sye Library is located at the Level L2 of Block B. It occupies a total floor area of about 30,000 square feet spreading over three levels. Level One comprises the Service Counter, Newspaper section, Reference section, Chinese/English/Bahasa Malaysia Books section, Tay Lian Soo Collection and Magazines section. Level Two consists of Reading area, Nantah Resource Centre, Fang Xiu Collection, Lee Yip Lim Collection, Yong Ching Fatt Collection, Computer area and 4 Discussion Rooms. Level Three consists of the Reading section, Lee Kim Chong Historical Collection of Malaysian Chinese Literature, Chinese Books section and the Library Office. The library has about 380 seats for reading; library is equipped with wireless internet service. The operation of the library is fully computerised, students can check on book's information, renew their borrowed book(s) and place their bookings for specific books through the library OPAC system.

Library rules and regulations

1. General provisions

- 1.1 Staff and students can use the staff/student ID card to borrow books from the library. The ID cards are not transferable.
- 1.2 Expensive books, reference books, current issues of magazines and newspapers are only for reading in the library and are not for lending.
- 1.3 Students are not allowed to bring any food and/or drinks into the library.
- 1.4 Students are not allowed to bring in any bags into the library.
- 1.5 The library has the right to restrain any person who has breached the library regulations from entering into the library.

2. Regulations on reading

- 2.1 Books in the library are placed on an open shelf and users can freely access to these books. After reading, books will be sorted out and put back to the shelf by the library staff.
- 2.2 All users must take good care of the books, magazines, newspapers and other facilities in the library and should not smear or damage or bring out the said items from the library. For any violations, it will be severely dealt with.
- 2.3 All users must dress appropriately. Individuals wearing slippers, shorts and singlet are not permitted to enter the library.
- 2.4 All users must observe silence and maintain the cleanliness of the library.

3. Regulations on borrowing of books

- 3.1 The library adopts the open shelf system and library users can select and borrow the book(s) by presenting their ID cards.
- 3.2 Staff and students can borrow book subject to the maximum copies and duration as follows:
 1. Full-time lecturers: up to 30 books for 2 months.
 2. Part-time lecturers: up to 30 books for 1 semester.
 3. Administrative staff: up to 10 books for 1 month.
 4. Students: up to 20 books for 1 month.
 5. Students (Master/Degree): up to 30 books for 1 month.
 6. Public with membership: up to 4 books for 1 month.

4. Renewal

- 4.1 All books can be renewed for once only before the due date.
- 4.2 Books can be physically presented at the library service counter for renewal or to renew online in the system (OPAC).

5. Overdue books

- 5.1 User who have borrowed up to the maximum number of books or have overdue books are not allowed to further borrow any other books.
- 5.2 A fine of RM0.20 per day per book will be imposed on overdue book(s). If a book is overdue for more than 30 days, in addition to the fine that computed daily, it is deemed as lost and must be compensated in accordance with Regulation 6.2.

6. Compensation

- 6.1 Book(s) borrowed should not be lost, scribbled with marks or notes or pages folded or damaged in any way. If book(s) is lost or damaged, the borrower will be responsible to compensate the said book(s).
- 6.2 Compensation shall be paid as follows:
 1. If the lost book can be purchased again, the borrower will need to purchase and replace the book; the administration fee of RM5.00 will be imposed.
 2. If the lost book(s) is out of print and cannot be purchased in the country, the borrower shall:
 - a) compensate RM150.00 if the book price is below RM50.00.
 - b) compensate by paying three times of the book price, if the price is above RM50.00.
 3. Compensation shall be paid within one month. The compensation received will be credited into the library fund for purchasing new books.

7. Recalling books

- 7.1 In the event of stocktaking, re-coding or book binding, the library has the right to recall the book(s) that lent out and announce a temporary freeze on book lending.
- 7.2 In case a book lent out is needed for official purposes, the library has the right to recall back the book at any time.

8. Regulations for members of public that visiting the library

- 8.1 Members of public who would like to do reference and research may enter the library within the opening hours.
- 8.2 Members of public who wish to enter the library shall submit their identity cards at the service counter and fill in their personal details in order to obtain the entry pass. Those without their identity cards shall be restrained from entering the library.
- 8.3 For group visit, prior arrangement should be made with the library and an official letter from the organization or school concerned shall be presented to gain entry into the library.
- 8.4 Members of public shall observe all the library regulations or else the library reserves the right to restrain them from entering the library.

9. Amendments

- 9.1 These regulations and any subsequent amendments shall be approved by the University Administration Meeting before announce for implementation purpose.

Tan Lark Sye Library

New Era University College (NEUC)

L2 floor, B Block

Tel: 03-87392770 ext: 517

Email: library@newera.edu.my

Website: <https://www.newera.edu.my/library/>

Facebook: <https://www.facebook.com/pages/Tan-Lark-Sye-Library/451236425674182>

Chapter 6 Counseling Centre

Introduction

Counselling Centre was officially established in 2001, known as “Student Counselling Centre”. It is aimed at helping students and staff to develop capability in dealing with issues they faced in their daily lives; and at the same time to nurture positive personal development and proper career planning. Counselling Centre provides various mental health services such as individual counselling, group counselling, psychological assessment and test, mental health and educational activities and peers counsellor training; all of which are free of charge for students and staff. Counselling Centre has a cosy and friendly atmosphere and consists of an office, two individual counselling rooms and group counselling room.

1. Aims

Counselling Centre plays an important function in promoting mental health to students and staff, through providing educative and preventive activities for students other than counselling services. Counselling Centre wish to help students and staff to develop their awareness in self-care, able to make positive changes and make a better choice life. The three (3) main functions of Counselling Centre are as follow:

- 1.1 The function of education and development: Encourage students and staff to understand themselves, develop their potential and nurture awareness of meaningful participation in group activities.
- 1.2 The function of prevention: Assist students and staff with problems of adaptation to prevent aggravation.
- 1.3 The function of counselling and treatment: Provide emotional support and guidance to students and staff in dealing with emotional and psychological disturbance and difficulties.

2. Objectives

- 2.1 To enhance a mentally healthy of students and staff in the campus.
- 2.2 To strengthen capabilities of students and staff in adapting to life situations and developing their potentials.
- 2.3 To assist students and staff towards a more holistic personal development.

3. Our Service

3.1 Individual counselling

Counselling Centre offers individual counselling to students and staff. Students and staff may come to the Counselling Centre to fill up an appointment application form and arrange for the initial session. After the initial session, if counsellor and student/staff both think it is suitable or necessary to have individual counselling, then both parties will arrange further counselling appointment.

In the first counselling session, counsellor and client will discuss further over the main issues, clarify the objective that wish to be achieved and decide the duration of subsequent counselling sessions. Normally, counselling sessions will be held once a week and each session takes around 50 minutes.

3.2 Guidance services

Students and staff can also engage the counselling services through the “Current students” portal and then click on “Apply for counselling” for an

appointment.

3.3 Counselling for further studies / Career planning

Counsellor will work together with students in regards of their career planning, to deal with making choices regarding programmes of studies, plans for further studies and career opportunities. Students will be able to know themselves better, understand the working environment even more, collect relevant information and make appropriate decisions through various psychological assessment and testing tools and counselling sessions.

3.4 Growth group / Group counselling

This involves interaction among group members through activities to help members learn new skills in a systematic manner and thus achieve personal growth. The contents are focus on the essential tasks encountered in the life and career of an individual. The members will learn and attain transformation through exchange of opinions, feedbacks, caring for each other as well as sharing of experience and information among themselves.

There are basically 8 sessions to be held once a week or once every two weeks, with each session lasting for 1.5 to 2 hours. Each group comprises 8 to 12 members with one or two counsellors.

3.5 Psychological assessment and test

Counselling Centre has various assessments and tests on personality, inclination, adaptability, career interests and etc. for use as supporting tools for helping students and staff to understand their own characters.

3.6 Mental health and educational activities

Counselling Centre holds talks, workshops, sharing sessions, movie appreciation, camping etc. to help participants upgrade their self-awareness, broaden their perspectives and enhance self-improvement. The contents of the activities focus on adaption to campus life, self-exploration, interpersonal communication, boys and girls relationship, study skills, time management, career planning, stress management, mental health and etc.

3.7 Peers Counsellor Training

Counselling Centre will recruit and train peers counsellors every year to promote peer counselling services in the campus and to upgrade students' understanding and awareness of counselling. Volunteer student counsellors achieve personal growth through attending training courses and helping Counselling Centre to implement various counselling activities inside and outside University. In doing so, they help others and at the same time help themselves.

3.8 Providing mental health related information

Counselling Centre provides information on mental health and counselling related information through its brochures, bulletins and website.

4. How to access to Counselling Service

- 4.1 Who need counselling service? Is it specific for people with problem?
 - 1) Everyone can seek for counselling service if he/she needs it.
 - 2) We believe that there are people who face problem but not people with problem.
 - 3) Those who are seeking help are those who wish to know themselves and willing to continuous to grow better in life.
- 4.2 How do I know I need counselling?
 - 1) When you feel stressful, sad and the condition affects your emotion, behavior and daily life.

- 2) When you are depressed or in a helpless / hopeless state.
 - 3) When you encounter trauma or loss of a loved one, you may seek for counselling service.
- 4.3 Should I pay for the counselling service?
No, it is free for students and staff.
- 4.4 If I decided to seek help, how can I make an appointment?
- 1) You may walk into the Counselling Centre to fill up “Individual Counselling Application Form” or call up during office time (ext. 6211), or log into ‘Current Students’ portal; and click on ‘Apply for counselling’ to make an appointment.
 - 2) Upon receiving your application, the counsellor will arrange an initial session with you (all your information are strictly treated as personal and confidential).
- 4.5 What is the process on individual counselling? Will my information be kept confidentially?
- 1) Normally, counselling sessions are held once a week and the duration is 50 minutes per session.
 - 2) During the initial counselling, the counsellor will guide you to establish your personal goals and also the counselling duration.
 - 3) You are free to talk about any matters during the counselling session. All the information are strictly treated as personal and confidential, except on the following situations:
 - i. if you were to have an intention to hurt yourself or others;
 - ii. if your mental condition is not stable and you are unable to make a decision for yourself;
 - iii. if you are involved in any crime-related cases/activities;
 - iv. as per legal requirements.
- 4.6 What should I do in case of an emergency situation on campus?
You should inform the Student Affairs Department or Counselling Centre about the situation. If urgent, the counsellor will come over to assist you.

The Counselling Centre will assist you to explore and grow in your personal developments; we hope that you have a great and wonderful life studying in NEUC!

Counselling Centre
New Era University College (NEUC)
2nd floor, C Block
Tel: 03-87392770 ext: 6211 / 6208
Email: counselling@newera.edu.my
Website: http://www.newera.edu.my/counselling_centre/
Facebook: <http://www.facebook.com/neuccs>

Chapter 7 Computer Centre

The Computer Centre is located at Level 1 of Block B. There are 8 computer rooms that equipped with about 270 computers. Every computer room is used for different purposes, this including teaching & practical and computer labs as well. We provide Intel Core i5 computers with broadband internet access service.

All students are provided with an e-account in order to log into student mailbox and the internet service in the campus.

1. Computer Rooms

1.1 Opening hours for the computer rooms are as follows:

Monday to Friday	8:30 a.m. – 5:00 p.m.
Semester holidays	Same as above mentioned times
Public holidays	Closed

1.2 Computer Rooms and Classrooms

Room	Description	Usage
B101	Computer Room	For Computing Class
B102	Mac Lab	For Art & Design courses
B103	Network Lab	For Information Computing Technology courses
B104a	Computer Room	For Computing Class
B104b	Cyber Security Lab	For Information Computing Technology courses
B105a	Computer Room	For Computing Class
B105b	Computer Room	For Computing Class
B106	Computer Room	For Computing Class

1.3 The Computer Centre will adjust the opening hours for the computer rooms and classrooms based on teaching schedule in every semester.

1.4 Procedures for using the computer rooms: Please apply at the Computer Centre by writing down the name and surrender the student ID. Then, informing the staff which computer room that you would like to use. If the Computer Room has been used, please book another Computer Room.

1.5 Usage of the Computer Rooms

1.5.1 Users must comply with the Rules & Regulations on Use of Computer Rooms:

1.5.1.1 No food or drinks are permitted in the computer rooms. Do not dine in the computer rooms,

1.5.1.2 Prohibited to make any loud noises,

1.5.1.3 Prohibited to surf pornographic materials,

1.5.1.4 Strictly no online music, movies and games,

1.5.1.5 Installation of any unauthorized software; or save any files into the computer hard disk are prohibited,

1.5.1.6 If there is a problem with the computer, please immediately notify the

staff. Students are not permitted to repair or move the computers on their own.

- 1.5.1.7 Students are only allowed to enter the computer rooms 15 minutes prior to the commencement of the class. After finish using the computers, switch off the power supply to the computers, AVR, lights and air-conditioner,
- 1.5.1.8 Please arrange back the table/chair and the computer equipment in order before leaving the room,
- 1.5.1.9 Except attending a computing class, or else student must apply to use the computer at the Computer Centre with your student ID before using the computer. Once finish using the computer, the student ID will be returned accordingly,
- 1.5.1.10 Students who have violated the rules and regulations and committed theft cases will be dealt with severely,
- 1.5.1.11 The students will be permanently barred from using all the computer equipment in the Computer Centre,
- 1.5.1.12 Students who found infringing the copy rights of any software will be dealt with according to the law provision.

1.5.2 Computers, equipment and facilities in the Computer Room

- 1.5.2.1 Students need to log into the computer system at Computer Centre with the account provided before they can use the software and computer peripherals in the computer rooms. Username and password is “labuser”,
- 1.5.2.2 Students are not allowed to move or dismantle the computers and the peripheral devices. Or else, the students will be barred from using the computer room or borrowing the peripheral devices,
- 1.5.2.3 For any damage to the computers or computer peripherals or any related parts due to negligence or whatsoever reasons, the users must compensate the said items according to the market price.

1.5.3 Repair and replacement

- 1.5.3.1 In the event of any breakdown of computer equipment, students must not attempt to repair but immediately report to the staff at Computer Centre,
- 1.5.3.2 The Computer Centre will carry out the necessary repair work and solve the problem accordingly,
- 1.5.3.3 The user is strictly prohibited to carry out the repair work on his own.

2. NEUC E-notice

- 2.1. E-notice (<http://www.newera.edu.my/forum/>) is a digital channel to disseminate all related information on events, activities and programs of the campus.
- 2.2. E-notice is managed by Computer Centre, various academic and administration departments can apply to post the information in this E-notice channel.
- 2.3. For all student clubs/societies that wish to post any information in this channel, the information shall be reviewed and approved by the Student Affairs Department before submit to Computer Centre.
- 2.4. The E-notice is very informative and students are encouraged to log on regularly to keep abreast with the current issues in the campus.
- 2.5. Information that posted on the E-notice will not be displayed on any noticeboard except only for certain information.

3. Online Subject Selection, Result Enquiry and Course Evaluation

- 3.1. Students can log into Student Online CMS portal (cmserver.newera.edu.my) to perform the subject selection, results enquiry and course evaluation).
- 3.2. For users who log into CMS portal for the first time:
 - 1) Login: Student ID number (e.g. 1710001)
 - 2) Password: Identity Card number (e.g. 991210211234),
- 3.3. Important notes:
 - 1) Please change your password after you have logged in for the first time, this is to prevent others to access into your portal.
 - 2) For procedures on subject selection, please refer to the online services user manual at <http://www.newera.edu.my/currentStudent.php>

4. e-Account

- 4.1. Computer Centre will provide an e-Account to every student.
- 4.2. e-Account login username: zhenmeili0531 (name + mm/dd - date of birth). Password: 990531216634 (12 digits of the IC number).
- 4.3. Example of other names in setting up the username are as follows:

Name as per IC	e-Account	Method
Radha A/P Subramanian	radha1234	<ul style="list-style-type: none">• Name + mm/dd (date of birth)• Ignored A/P, A/L, or surname
Roslinda Binti Mat Isa	roslinda1234	<ul style="list-style-type: none">• Name + mm/dd (date of birth)• Ignored Bin, Binti or surname
Alice Zhen Mei Li	alicezhen1234	<ul style="list-style-type: none">• English name + surname + mm/dd (date of birth)
Zhen Mei Li @ Hao Mei Li	zhenmeili1234	<ul style="list-style-type: none">• First name+ mm/dd (date of birth)
Zhen Mei Li Alice Zhen Mei Li, Alice	zhenmeili1234	<ul style="list-style-type: none">• name+ mm/dd (date of birth)
Zh'en Mei-Li	zhenmeili1234	<ul style="list-style-type: none">• without all the symbols• Name+ mm/dd (date of birth)

- 4.4. The e-Account can be used to log into the followings:
 - 4.4.1 E-Learning Portal (ELP)
 - 4.4.2 Campus Wi-Fi service
 - 4.4.3 Student email account
 - 4.4.4 epayment online payment
 - 4.4.5 One car solution system (OCS)
 - 4.4.6 Microsoft Office 365

5. Moodle (ELP) System

- 5.1. Students are able to access the online learning the Moodle E-Learning Portal. (<http://elp.newera.edu.my/>)
- 5.2. Please refer to ELP system's main page for the user manual.
- 5.3. Student may use e-Account to log into the Moodle e-Learning Portal.

6. Wireless Hotspot (NEUC Hotspot)

- 6.1 Wireless coverage including:
 1. Tan Lark Sye Library
 2. Block B (Ground floor until 5th floor)
 3. Block C (Ng Ah Choo Multipurpose Hall and UG Bridge)
 4. Block C (Rainbow Corner, Cafeteria and Black Box Theater)
 5. Block C Level 1 (Art & Design Department)
 6. Block C Level 2

7. Block C Level 3 to 9 (Student Lounge)
8. "I Love New Era" sculpture, basketball court and field
- 6.2 After connected to the wireless network, click on "NEWERA" and login with the e-Account's username and password. For more details, please refer to the file "How to Connect Wi-fi" in the "Current Students" portal or the link is https://www.newera.edu.my/files/user_guide/ComputerCenter/How%20to%20Connect%20NEWERA%20WiFi.pdf

7. Student Email Account

- 7.1. Student email account, log into <https://mail.google.com>
- 7.2. Student may use e-Account to log into the account.
- 7.3. Student email's format is e-Account@e.newera.edu.my

8. ePayment

- 8.1. Student can pay tuition and miscellaneous fees online via ePayment system.
- 8.2. Student need to use e-Account to log into the system.
- 8.3. Please refer to "Current Students" portal for more details.

9. One Card Solution (OCS)

- 9.1. Student can log into OCS system to check the balance amount for printing and photocopying purpose.
- 9.2. Student need to use e-Account to log into the OCS system.
- 9.3. Please refer to "Current Students" portal for more details.

10. Microsoft Office 365

- 10.1. Student can download the Microsoft Office 365 original version at <https://aka.ms/office-install>
- 10.2. Student may use e-Account to log into the account.
- 10.3. Student email's format is e-Account@e.newera.edu.my

11. Internet service in the hostel

- 11.1. There is an internet access facility in the student hostel.
- 11.2. Students are strictly prohibited to surf pornographic materials and gambling websites. The students will be penalised if caught doing so.
- 11.3. Students are strictly prohibited to use any virus infected software that will disrupt the internet network. If found, their student e-Account will be suspended.
- 11.4. For the internet connection in the hostel, students need to use their own network cable.
- 11.5. After connected to the network port, you will able to access to the internet.

Computer Centre

New Era University College (NEUC)

1st floor, B Block

Tel: 03-87392770 ext: 153 / 154

Email: CC@newera.edu.my

Website: https://www.newera.edu.my/library/index_e.php

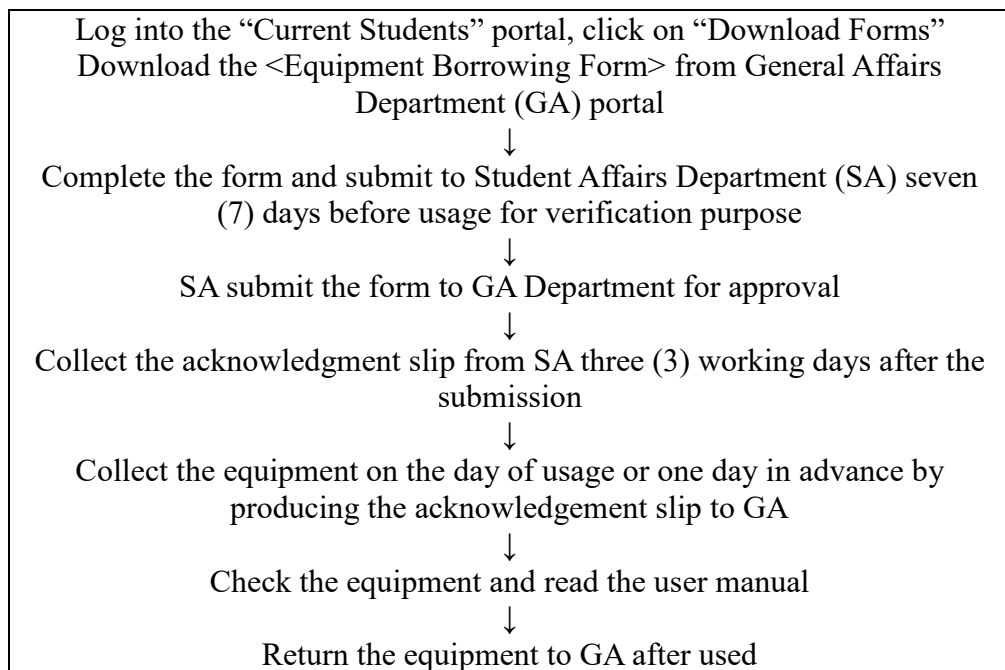
Facebook: <https://www.facebook.com/NewEraComputerCentre>

Chapter 8 General Affairs Department

General Affairs Department is providing and supporting logistic services to all the academic/administrative departments and all activities organize in the campus. Besides that the department is responsible for the security management, maintaining of the environment, property management and procurement for the New Era University College (NEUC).

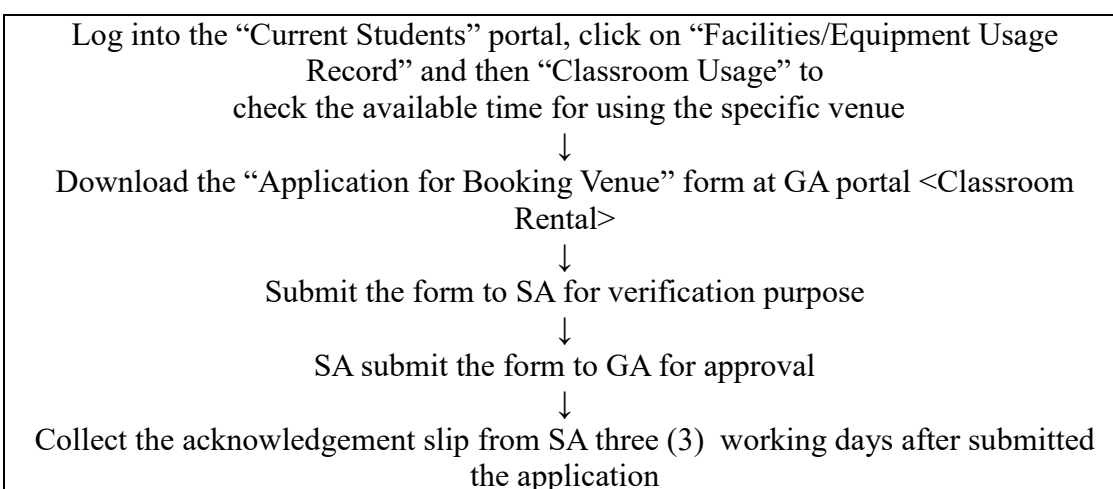
1. Borrowing Equipment

- 1.1. Borrower needs to complete the “Equipment Borrowing Form” with the necessary details.
- 1.2. The borrower must submit an application to the Student Affairs Department seven (7) days before the date of usage. Collect the acknowledgement slip three (3) working days after the submission of application.
- 1.3. The equipment must be returned to General Affairs Department within the specified time after it has been used.
- 1.4. The borrower must ensure that the equipment is in good conditions. Any damage to the equipment shall be compensated based on the market price or responsible for the repair and maintenance cost.
- 1.5. The General Affairs Department has the right to disapprove any application that borrowing the equipment without giving any reason.
- 1.6. During the semester, priority will be given to the NEUC staff for teaching purposes.
- 1.7. Forms that are incomplete will not be processed.
- 1.8. Procedures for borrowing the equipment:



2. Venue Booking

- 2.1. The borrower must submit the application form to the SA seven (7) days before the date of usage. Then, please collect the acknowledgement three (3) working days after the submission.
- 2.2. The GA has the right to disapprove any application to use any venue without giving any reason.
- 2.3. Forms that are incomplete will not be processed.
- 2.4. Please adhere to the following steps:
 - i. Please check whether the room is locked 15 minutes before the usage time. If locked, please inform GA or Guard Post at Block C.
 - ii. The air-conditioners can only be switched on 15 minutes before the usage time.
 - iii. After using the classroom, please ensure that air-conditioners, lights, equipment and power supply are switched off, white boards are cleaned, chairs and tables are properly arranged and windows are locked.
 - iv. All NEUC facilities are in good condition. Any damage shall be compensated for based on market price or responsible for the repair and maintenance cost.
 - v. Clothes, books, paper, mineral water bottles and etc. must not be left in the classroom.
 - vi. Food and drinks (except mineral water) are not allowed in the classroom. The classroom must be kept clean at all times.
 - vii. The dustbin should be cleared when it is full. Rubbish to be discarded at the designated area only.
 - viii. No hammering, pasting, using of double-sided tape is allowed whenever need to decorate the venue.
 - ix. If using the classroom at night, please avoid going alone but in a group for safety reason.
 - x. Whenever encounter any issue on operating the equipment in the classroom, please report to the GA.
 - xi. The borrower is responsible to arrange the venue back to its original condition. Failure to do so, the borrower will be prohibited to use any venue for a year.
- 2.5. Procedures for venue application:



3. Noticeboard, Banner and Publicity Materials

- 3.1. The publicity materials are including poster, notice, leaflet, slogan, direction signage and etc.
- 3.2. The publicity materials should put up on the noticeboard or approved location. Otherwise, it will be removed without any notice served.
- 3.3. The banner and publicity materials must be written in bilingual.
- 3.4. For rules and regulations on putting up the banner in the campus, kindly refer to the “NEUC Banner Suspension Regulations” in the “Currents Students” portal, click on the “ General Affairs Rules & Regulations”, then “Forms, Rules & Regulations”.
- 3.5. Please dismantle the banner and publicity materials right after the expired date.
- 3.6. For those who had violated the above rules and regulations, they will be prohibited to put up any publicity material in the campus for one semester.

General Affairs Department
New Era University College (NEUC)
Ground floor, B Block
Tel: 03-87392770 ext: 115 / 117
Email: general@newera.edu.my
Website: https://www.newera.edu.my/ga_cn.php?id=229

Chapter 9 Institute of International Education

The Institute of International Education (IIE) was established on 1st April 2019. The Institute is part of the academic with administrative role. The IIE is headed by Dr Tey Shi Bin as Director. Since 2020 it has set up the International Academic Exchange Office, International Professional Development and Training Institute, Language and Inter Cultural Centre and International Student Service Centre.

1.1 International Academic Exchange Office

Roles and responsibilities:

- 1.1.1 Recruiting international students and related promotional activities.
- 1.1.2 Handling and managing international students' applications.
 - Arranging and coordinating the interview for postgraduate students, programme commencement and studies related matters;
 - Assisting and facilitating the application for postgraduate and first degree students coming to Malaysia (entry and exit management, visa application and other relevant applications);
 - Monitoring and managing international students' studies, learning progress, academic results and learning conditions.
- 1.1.3 International Exchange Projects
 - Study tour experience such as with the University of Kitakyushu Study program under the JASSO Scholarship for excellent students to study in Japan.
 - Overseas learning, such like the project with Beijing Vocational College of Labour and Social Security, Hong Kong-Malaysia Student Culture Exchange Programme.
 - Teaching staff and Students Exchange programme or short term exchange programme.
- 1.1.4 Organising international conferences.
- 1.1.5 Academic talk and Guest speakers
 - Engage overseas famous scholar for special speech presentation or to be a visiting lecturer for the University.
 - To arrange the University's academicians for overseas' teaching.
- 1.1.6 Handling all international visits and exchange related projects

1.2 International Professional Development and Training Institute

Roles and responsibilities:

- 1.2.1 Organising short term training programmes
- 1.2.2 Develop and provide training for students' to enhance professionalism and skills

1.3 Language and Inter Cultural Centre

Roles and responsibilities:

- 1.3.1 Organise various languages programme
 - Basic Mandarin class
 - English programme
 - Other languages programmes
- 1.3.2 Organise language and inter cultural seminar or activities.

1.4 International Student Service

Roles and responsibilities:

1.4.1 Managing international students' matters while they are studying in Malaysia.

1.4.2 Planning for international culture festival, cultural study tour, language partnership programme to enable the international students to adapt to the local living and enhance their perspectives, learning motivation, interact and cooperation with the local students.

Institute of International Education

New Era University College (NEUC)

Lot 2-18, MKH Boulevard, Jalan Bukit, 43000 Kajang, Selangor

Tel: 03-87392770 ext: 703 / 704

Email: iie@newera.edu.my

Website: <https://www.newera.edu.my/iie.php>

Facebook: <https://www.facebook.com/neuc.InternationalEducation>

Chapter 10 Student Union

Overview on Student Union

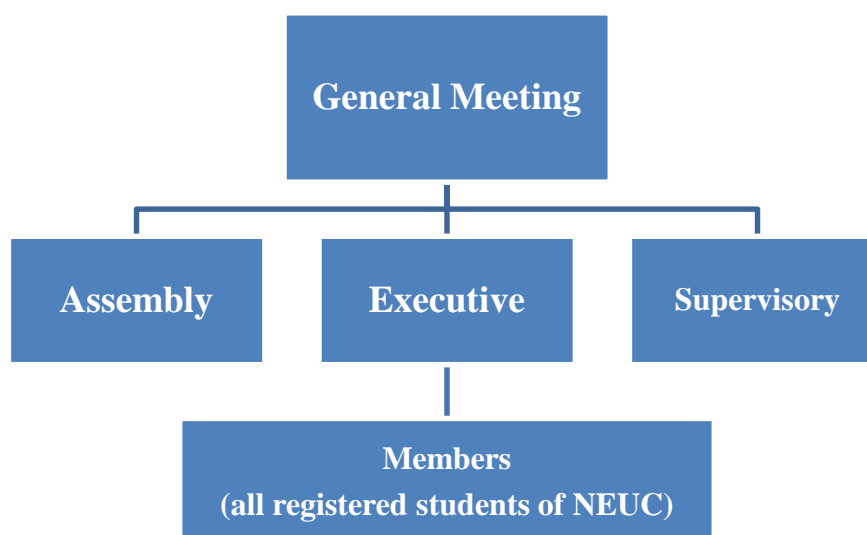
New Era University College (NEUC) Student Union was established on 2 June 1988. Student Union is also known as the student government and constituted by all registered students in the University. In line with the principle of separation of powers, it comprises the Student Executive Council (the executive body), Student Assembly (the legislative body) and Student Supervisory Council (arbitration and financial monitoring body). These three bodies provide checks and balances among themselves. The highest authority for decision making lies with the general meeting or the Union referendum.

Guided by the ideals of campus autonomy and student self-governance, the Student Union upholds the objectives of the NEUC and strives to develop the NEUC in partnership with administrative and academic staff. All societies registered with the Student Union are legitimate student societies in the NEUC.

1. Objectives

- 1.1. To represent members in working together with the administrative and academic staff to develop the NEUC, nurture the spirit of campus autonomy and uphold the promotion of higher education in mother tongue language.
- 1.2. To implement student self-governance and self-learning.
- 1.3. To enhance the welfare of members and to safeguard their rights.
- 1.4. To promote social, cultural, sports and academic activities.
- 1.5. To upgrade the levels of social consciousness and civic-mindedness among members.

2. Organizational Structure of the Student Union



Student Union
New Era University College (NEUC)
2nd floor, C Block
Email: neucsugeneral@gmail.com
Facebook: <https://www.facebook.com/NEUCSU>

Chapter 11 Life in University College

1. Non-smoking campus

New Era University College (NEUC) is a non-smoking campus in line with the declaration by the Ministry of Health under The Control of Tobacco Product Regulations 2004, it is prohibited to smoke in the higher learning institutions. All students and staff are required to adhere to this ruling. Anyone caught smoking in the campus will be dealt with severely.

2. Polystyrene and straw free campus

In line with the sustainability campaign that protecting our environment and health, the University has decided to totally ban the usage of any form of food containers that made out of polystyrene and plastic straw in the campus. Students are encouraged to use less single-use plastic items to save our environment.

3. An Automated External Defibrillator, AED

The University has provided an Automated External Defibrillator, AED set at the Guard Post that located at Ground Floor, Block C. This is to enable anyone who has been trained in CPR (Cardiopulmonary Resuscitation) to use the AED to attend to those experiencing sudden cardiac arrest in the campus.

4. Healthcare room

Students who are not feeling well or need some assistance may come over to the Healthcare Room which is located in the Student Affairs Department.

5. Cafeteria

The NEUC cafeteria is caters to the needs of students and staff. It is open for business from 7am to 9pm every day except weekend and public holidays. Besides cash term, students can use BOOST or TouchnGo e-wallet or Maybank QRPay to make payment as well.

Within walking distance from the University, there are also restaurants, coffee shops, food stalls, hawker centres and fast food outlets serving Chinese food, Indian food, Malay food, Western food, etc.

6. PopBox locker

The PopBox locker is located at the LG Floor, Block B. The service is to enable students to collect their parcels at any time. However, students must download the PopBox app to enable to receive a notification with a PIN code. Then, go to the PopBox Locker, select 'Parcel Pick-Up' and enter the PIN code to collect the parcels. The PIN Code is valid within 3 days or else students must contact the PopBox Helpline for further assistance.

7. Sport facilities

- a) Basketball court
- b) Multipurpose court
- c) Outdoor gym equipment (12 sets)
- d) Badminton court (Holy Family Church)

8. Information on transportation

8.1 Coming to NEUC

There are two ways to come to NEUC using public transport

- a. Take the KTM commuter train to Kajang Station. From the commuter station, turn left and walk for about five minutes to reach the NEUC.
- b. Take the MRT to Kajang Station. From the MRT Kajang Station, turn left and walk for about five minutes to reach the NEUC.

8.2 Going to Bus Terminals

a. Terminal Bersepadu Bandar Tasik Selatan (TBS)

Take the KTM Commuter train from Kajang to Bandar Tasik Selatan Station and walk for about 5 minutes to reach TBS.

b. Seremban Bus Terminal

Take the KTM Commuter train from Kajang to Seremban Station and walk for about 10 minutes to reach Bus Terminal.

c. Kajang Bus Terminal

Buses and taxis are available from Kajang town centre to Kajang Bus Terminal. The bus terminal operates long distance bus services to various destinations in Peninsular Malaysia.

Students may log into <http://www.busonlineticket.com/> or <https://eticketing.tbsbts.com.my/> to search for more details on the bus services to various cities.

8.3 Going to Kuala Lumpur International Airport KLIA/KLIA 2

KTM commuter train– KLIA Transit

- i. Take the KTM commuter train to Bandar Tasik Selatan Station and then change to KLIA Transit.
- ii. Take the KTM commuter train to KTM Nilai Station and then board the KLIA/KLIA2 bus.

9. Campus gate opening/closing times

The campus is open daily from 6.00am till 12.00midnight. For the safety reason, all non-hostel students must leave the campus before or by 12.00midnight. As for hostel students, please refer to page 33, Chapter V Discipline Regulations for Hostel Students, Clause 1.

Chapter 12 General Reminders

1. What to do if you are trapped in a lift?

In the event that you are trapped in a lift, stay calm and do not panic. Press the emergency button or use your handphone to call for help. Be patient and wait for rescuers to come. Do not bang on the lift door, force open the lift door or climb out from the lift.

2. What to do if you were robbed?

2.1 If you were unfortunate and have been robbed, do not panic but be calm. Give priority to your own safety and try to avoid any action that possible lead to physical injuries. Try to observe and remember the robber's face, clothes, voice, age etc. This information is useful when lodging a police report.

2.2 If you suffer from any physical injury, immediately go to the nearest hospital or clinic to seek treatment. Claims for personal accidents can be made to the insurance companies. The claim forms can be downloaded from the Student Affairs portal.

2.3 Ascertain the losses suffered, for example cash and valuable items, documents, injuries etc.

2.4 If your ATM cards and credit cards are robbed, report the losses to the relevant banks as soon as possible.

2.5 Go to the nearest police station to lodge a report.

2.6 If your identity card has been stolen or lost, applying for a replacement at the National Registration Department. The Kajang National Registration Department is situated at Level 3, Kajang Bus Terminal. You need to go personally for the application. For more information, please refer to the official website of Jabatan Pendaftaran Negara at www.jpn.gov.my.

2.7 Application for replacement driving licence has to be made at the nearest Jabatan Pengangkutan Jalan (JPJ). For more information, please refer to the official website of JPJ at www.jpj.gov.my.

4. Emergency contact numbers:

Emergency contact numbers	
NEUC Campus	
1. Security Post (<i>C Block</i>)	Telephone Number ext. 6004
2. Sigma Elevator (<i>lifts in NEUC</i>)	03-8051 3634 / 019-336 9980
External agencies	
1. Emergency Helpline	Telephone Number 999 / 112 (mobile)
2. Kajang Police (<i>District Control Centre</i>)	03-8733 1724 / 8733 6580
3. Kajang Fire Station	03-8736 4444
4. Kajang Hospital	03-8736 5959
5. Serdang Hospital	03-8947 5555
6. Tenaga Nasional Berhad	15454 (<i>TNB Careline</i>)

Chapter 13 Campus Map

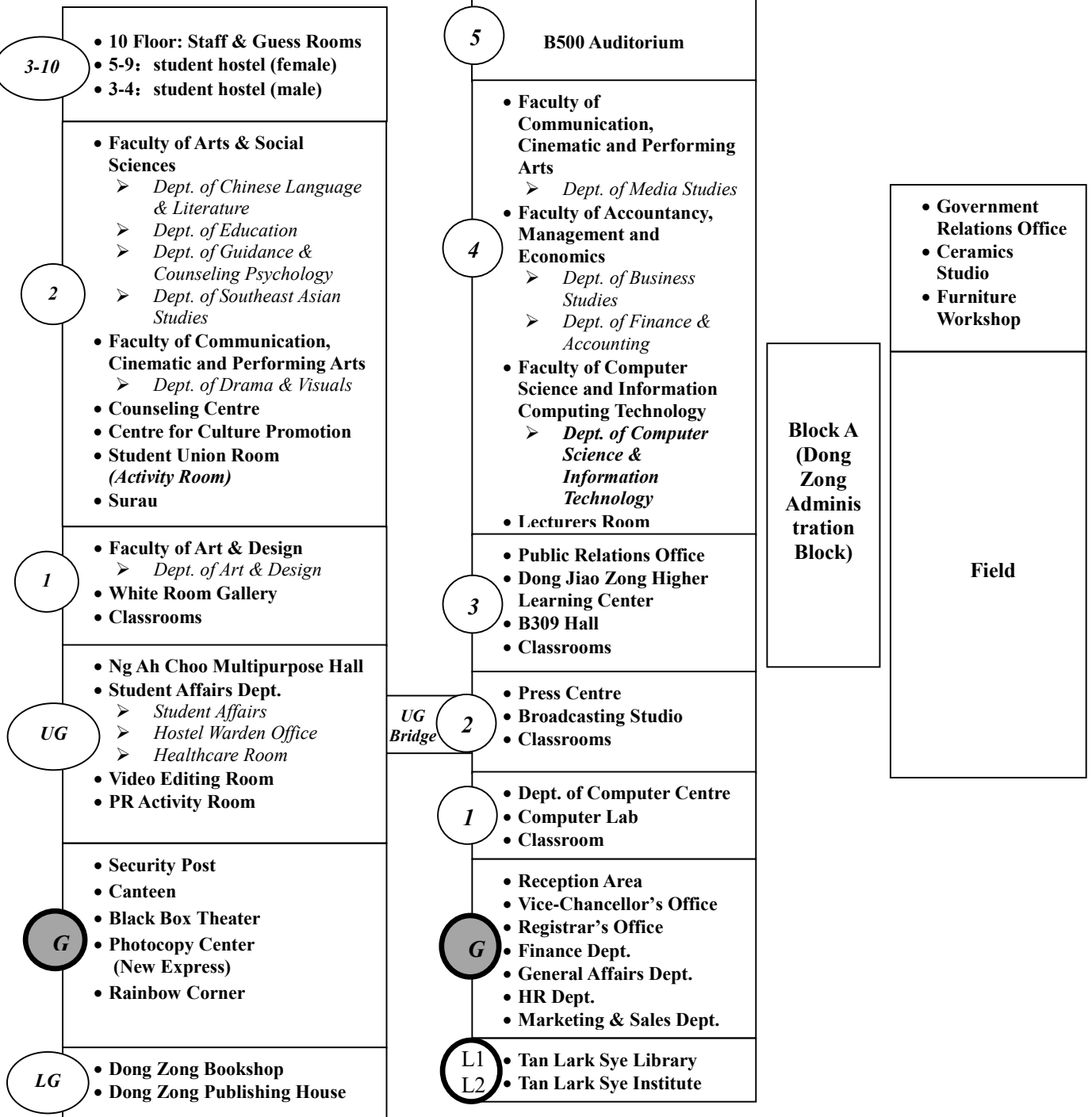
New Era University College – Campus Map



Exit

Block C

Block B (Academic Block)



MKH Boulevard Kajang

- Institute of International Education (Lot 2-18)
- Graduate School (Lot 1-18)



Entrance

Chapter 14 Student Activities



2019 CNY Performances at IOI City Mall



2019 "Big Walk" organized by Kuala Lumpur City Hall



2019 Programme "Green & Community" at Kajang Town



2019 visit to Pusat Transit Gelandangan Kuala Lumpur



2019 Basket Ball Competition by Basketball Club



2019 Blind Leading the Blind – Petaling Jaya

An Academia- Industry Research University

新世纪里的产学研大学



New Era University College
Blok B & C, Lot 5, Seksyen 10, Jalan Bukit,
43000 Kajang, Selangor Darul Ehsan



neuc@newera.edu.my



603-8739 2770

The information in this booklet is correct at the time of printing (01/2022). Changes may be made without prior notice.

Copyright © 2022. All rights reserved.