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 Scholarship...................................................................................................................... 22
Chapter 4 Student Affairs Department.......................................................................................... 25
Chapter 5 Tan Lark Sye Library...................................................................................................... 41
Chapter 6 Counseling Centre ......................................................................................................... 44
Chapter 7 Computer Centre .......................................................................................................... 47
Chapter 8 General Affairs Department......................................................................................... 52
Chapter 9 Institute of International Education.............................................................................. 55
Chapter 10 Student Union.............................................................................................................. 56
Chapter 11 Life in University College ............................................................................................ 57
Chapter 12 General Reminders...................................................................................................... 59
Chapter 13 Campus Map.................................................................................................................. 60
Chapter 14 Student Activities ........................................................................................................ 60
Chapter 1  Introduction to New Era University College

New Era University College Malaysia was formed in order to fulfill the Malaysian Chinese’s ambition to set up a community-funded tertiary institution. Its set up is the result of commitment and persistence by those who are concern about the society’s progress through education and culture. New Era University College is located in Kajang, Selangor with a campus land of 8.5 acres. Since established in 1998 and after many years of commitment and perseverance, it has finally been granted the approval from Ministry of Higher Education on 29th December 2016 to upgrade to University College.

As a comprehensive university in teaching and research, our faculties emphasize importance of theory and practical aspect, which will definitely fulfill the employment market’s demand for graduates who can compete in the employment world. New Era University College has three faculties comprising Arts & Social Sciences, Media Studies & Creative Art and Business & Information Technology, under which there are ten departments: Chinese Language & Literature, Education, Guidance & Counselling Psychology, Southeast Asian Studies, Business Studies, Finance & Accounting, Computer Science & Information Technology, Art & Design, Drama & Visuals and Media Studies. In addition, we have a Graduate School and an Institute of International Education. Apart from offering Diploma and Bachelor degree programmes, we are offering Master’s and doctorate programmes in the near future.

In 2015, New Era University College has set up the Tan Lark Sye Research Institute to further strengthen the research in Chinese community. And it will definitely lead to the research interest on Chinese education in Southeast Asia and eventually connect to the world. Although New Era University College is still at the beginning stage but it will definitely look forward to compete with other reputable tertiary education in the near future. With the entire Chinese community’s support, we will continue to move forward to greater heights.

New Era University College is not only aspire to be great in our country, Malaysia. We look forward to begin our footstep in the New Era, to be the best in Southeast Asia and embrace the world.

Vision
A premier community-funded tertiary educational institution

Mission
To nurture holistic, cultured, competent and professional leaders who lead socially responsible lives and add value to the development of the nation

Education Goals
1) To establish a complete system of Chinese education and to develop academic research;
2) To nurture a cultured society and to promote holistic education;
3) To develop modern human resources and to contribute to nation building;
4) Multi-lingual teaching and academic freedom;
5) Focus on the humanities while stressing on practical aspects of science and technology;
6) Campus autonomy and student self-governance;
7) Non-profit community funded institution;
8) Founded by the community, for the community.
## Logo

<table>
<thead>
<tr>
<th>Design</th>
<th>Image</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three flags flying high</td>
<td><img src="Image" alt="Three flags flying high" /></td>
<td>Symbolising the attitude of being proactive, progressive, improvement oriented, optimistic, respectful and open-minded.</td>
</tr>
<tr>
<td>Three strong and bright colours (yellow, red, blue)</td>
<td><img src="Image" alt="Three strong and bright colours" /></td>
<td>Three as a number is taken to represent pluralism. The combination of different colours symbolises the spirit of pluralism and democratic dynamism.</td>
</tr>
<tr>
<td>Abstract representation of “E”</td>
<td><img src="Image" alt="Abstract representation of “E”" /></td>
<td>Representing the new “ERA”.</td>
</tr>
<tr>
<td>Abstract representation of “N”</td>
<td><img src="Image" alt="Abstract representation of “N”" /></td>
<td>Representing “N.E.” as the abbreviation of “New Era”</td>
</tr>
</tbody>
</table>
| “N” made up of three plane surfaces acting as the supporting base for the three flags | ![“N” made up of three plane surfaces](Image) | The three plane surfaces symbolize:  
- New spirit: Spirit of freedom;  
- New thinking: Independent thinking;  
- New Era: An era of pluralism. |
Address: New Era University College
Block B & C,
Lot 5, Seksyen 10,
Jalan Bukit,
43000 Kajang,
Selangor Darul Ehsan,
Malaysia.

Contact: +603-8739 2770

Email: neuc@newera.edu.my

GPS Location: 2°59’16.5”N 101°47’29.5”E
(2.987929, 101.791540)
Chapter 2  Academic Regulations

Chapter I  Preamble

Section 1  These regulations are set out in accordance with the New Era University (thereafter known as UC) Management Regulations.

Section 2  Student admission, deferment of admission, registration, selection of courses, language courses, deferment, re-enrollment, withdrawal, expulsion, change of programme of studies, examination results, 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 through open recruitment must select one of the following programmes: Degree; Diploma; Foundation and Certificate.

Section 4  Students transferred from other institutions or admitted after commencement of an academic year must enter the relevant year in one of the following programmes: Degree, Foundation, Diploma or Certificate. They must apply formally to the Student Enrolment 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 then. These students shall follow the same admission procedures as the new students in the following year. Students on scholarships, transfers or admitted after commencement of the academic year shall not be permitted to defer their admission.

Chapter III  Registration and course selection

Section 6  Students must register at UC on the stipulated dates. Students who satisfy the registration requirement but who have not paid the relevant fees are deemed to have yet to register. Unless they have applied for deferment of admission prior to the commencement of classes, they shall be ordered/advised to withdraw and the offer of admission cancelled. A student who is unable to pay his/her fees must submit an application in accordance with the regulations for the deferment of payment for up to two weeks. 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: compulsory subjects, elective subjects, subjects required by the Ministry of Higher Education (MPU subjects, please refer to Table A: MPU subjects), common compulsory subjects and elective compulsory 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 achieve the required credits within the specified duration of study may apply for an extension of up to three or four years.

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

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

Section 13  The duration of study for Certificate programmes shall be one year. Students who are not able to achieve the required credits within the specified duration of study may apply for an extension of up to one and half years.

Section 14  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 15  Credit requirements for all programmes are as specified in “Appendix B: Restrictions on credits for course selection & credit requirements for completion of all programmes”.

Section 16  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 Affairs Division and endorsed by University Senate for implementation.

Section 17  Students transferred from other departments within UC or 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 18  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 Departments as specified in the relevant regulations.

Section 19  Students may apply for exemption from taking the following language subject(s) in which they are proficient:

1. Exemption on Advanced Chinese: Grade B4 or above in Chinese
2. 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;
3. Exemption on 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.
4. Exemption on 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 20 Students who have registered with UC but wish to apply for deferment must, during the semester concerned, submit a letter from their parents or guardians (except for cases of illnesses for which certification by a public hospital must be furnished) for approval by UC and complete the relevant procedures before they can leave the UC.

Students who wish to apply for deferment before registration during the new semester, and have not been suspended as provided for under Section 24, must submit the application prior to the registration and may be exempted from registration at the beginning of the new semester.

Section 21 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 their deferment period or having cumulatively attaining 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 22 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 taken again after the deferment period;
3. Students requiring application for deferment due to special reasons or problems or students ordered by the UC to apply for deferment must complete the required procedures within four weeks after commencement of a new semester.

Section 23 Students who are re-enroll must complete the process at 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-enroll. They must then continue with the deferred semester
in the same programme.

Section 24 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 not able to complete the programme of study;
2. On deferment prior to submitting application for approval and having been informed that the deferment is not valid;
3. Obtaining a CGPA of less than 2.00 in two consecutive semesters, except special approval has been granted by the Academic Committee;
4. Absent from classes for more than 20% or more than total credit hours in a semester;
5. Unable to complete the studies even after the maximum duration of study granted as specified;
6. Having committed criminal offences or offences under UC regulations;
7. Having valid reasons to withdraw from the UC, in which case applications must be submitted within four weeks after commencement of the semester.

Section 25 Students applying for voluntary withdrawal must submit a letter written by their parents or guardians for approval and must complete the relevant procedures before leaving the UC.

Section 26 Students shall be expelled from UC under the following reasons:
1. Certificates submitted to the UC are found to be faked, borrowed, belonging to others, forged and etc.;
2. Improper behaviour that breaches the laws of the country and convicted by the court;
3. Admission into the UC through unethical means and that reported and found to be true.

Section 27 Students who withdraw from the UC may apply to be issued with certificates of attendance except for cases where qualifications for admission or transfer to the UC have not been approved.
Students expelled from the UC will not be issued with any certificate relating to their studies in the UC and shall not be re-admitted.
Students who think that the 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 Council. They may continue to study pending the release of the decision of the appeal. If 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. If the appeal succeeds but the students are not able to resume their studies because of special reasons, they may apply for deferment for a duration equivalent to the period when they were suspended. This period shall not be included in the maximum period of deferment allowed.

Section 28 Students who have withdrawn from the UC, either through deferment or expulsion, and who are holding scholarships, loans and bursaries, shall be subjected to specific procedures set separately.
Chapter VII Change of programmes of studies or transfer from other institutions

Section 29  Students who have completed one semester or one academic year, but who found that the programmes of studies are not suitable, may apply to change their programmes of studies. 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 on admission to UC. They may enroll the first or second academic year of the new programmes of studies according to the relevant rules specified. For students who enter an earlier year under new programmes of studies, their previous years spent in the UC will not be included in the computation of the maximum duration of studies allowed for the new programmes of studies.

Section 30  Students transferred from other programmes of studies or other institutions may be categorized as follows:
1. Those transfer within the same year of studies (including certificate students who have completed one semester but are transferred to other Certificate programmes);
2. Transferred to lower semester in different programmes of studies;
3. Completed the Certificate programme and transferred to other Diploma programmes;
4. Completed the Foundation programme and transferred to other Degree programmes;
5. UC students who are applying to be re-enrolled;
6. Students who have completed one or more semesters in relevant programme of studies in other institutions that recognized by the Ministry of Higher Education. Also possess relevant certificates or diplomas with appropriate academic result slips that applying to transfer to the relevant programmes of studies in UC.

Section 31  Students are allowed to change their programmes of studies only once while studying in UC.

Section 32  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 33  Students transferred to other programmes of studies in UC must study for at least one year and their maximum duration of completion of studies is the same as other students. Transfer students must fulfill the requirements of the relevant programmes of studies before they are able to graduate.

Section 34  Implementation procedures for matters relevant to students on transfer are set out separately.
Chapter VIII Non-attendance and absence

Section 35 Students who are not able to attend classes must apply for approval from the Head or Deputy Head of Department. Absence with approval is recorded as “non-attendance” while absence with/without applying but approval 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 Deputy Head or Head of Department for approval.
   1.5. Leave applications after the deadline will 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 Head of Department, will be advised to apply for deferment.

3. A student who is absent from classes for a total of 20% of lecture days in a semester shall be barred from sitting the examination of the course concerned.

Chapter IX Results, assessments and re-sit of examination

Section 36 The maximum score for each subject is 100 marks and each score is reflected by Grade Point Average (GPA) as shown in the following table:

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

There are three types of assessments:
1) Continuous assessment by the course lecturer;
2) Mid-semester examination at an arranged time by the lecturer or department;
3) Final semester examination at the end of the semester.

Section 37 Categories and computation of students’ academic results are as follows:
1. Semester results for each course are computed based on continuous assessment (including coursework), mid-semester examination, final semester examination and internship assessment.
2. Calculation of semester Grade Point Average (GPA) is based on the product of credits of each subject and the score of the relevant subject (grade point X credits) divided by total credits taken.
3. Cumulative Grade Point Average (CGPA): Total GPA of all semesters (grade points X credits) divided by total number of credits taken in all semesters. In any repeat subjects, only the best result will be recorded.
4. Graduating results: To fulfill minimum graduating requirement, a student has to achieve Cumulative Grade Point Average results (CGPA) of 2.00 and above; also completed all the subjects/credits as per requirement.

Section 38 Academic results must be submitted by the lecturer within the stipulated time to the Head of Departments and then submit to the Registrar’s Office for record purpose.

Section 39 Examination and Re-sit procedures:
1. For each subject, Grade Point between 1.33 and 1.67 (scores between 40%-49%) will be indicated as “Sufficient for the award of credit” and it is an optional to repeat the subject.
2. GP less than 1.33 (scores between 0%-29%) is considered “Fail” and the student has to repeat the relevant subject.
3. Students who are not able to sit for examination because of official duties, family bereavement, hospitalization, or are unable to attend the examination due to proven injuries and have been permitted to take leave, are allowed to re-sit the examination once only. The actual scores will be taken as the official results.
4. Students who are not able to sit for examination due to sickness with supporting documents and have been permitted to take leave by the Head of Department are allowed to re-sit once only for the examination. However, only 60% of the actual scores will be taken as the official results. The re-sitting of examination must be taken on the date specified. Students who are absent at a “re-sit” on the specified date will not be entitled to a new “re-sit” for whatsoever reason.
5. Application to re-sit shall be applied within 48 hours before or after the examination.
6. Barring from examination: A student who has been absent from class for 20% or more of the total credit hours for a subject will be barred from taking the final examination. The result for the subject (including test, assignment and project) will be computed as zero mark. The student is not entitle for a re-sit and must repeat the subject.
7. Absence from examination: The result of a student who is absent from an examination without a valid reason (including test, assignment and project) will be computed as zero mark. The student is not entitled for a re-sit and must repeat the subject.

8. Re-assessment: If a student is dissatisfied with the results, he/she may apply for a re-assessment to be conducted by the academic and other administrative departments concerned.

9. Re-sit: Students who fail in any subject (Grade Point less than 1.33 or score 30-39%) entitled to apply for a re-sit but no more than 2 subjects for the re-sit purpose). If after the re-sit and unable to pass the subject, students will have to repeat that subject.

10. Cheating: A student found guilty of cheating shall be awarded a 0% score for the subject. The student is required to repeat the said subject. A recurrence of similar misconduct in second time will result in expulsion from the UC.

11. Repeat: For existing students who are repeating the semester or repeating the final semester, total credit hours allowed is not more than 12 for that particular semester.

Chapter X Completion of programme and graduation

Section 40 Students who have completed the Certificate programmes and met all the requirements of the programmes and credits within the specified time period will be awarded with the relevant Certificates by the UC. They are allowed to proceed to Diploma programmes, if their results have fulfilled the specified requirements.

Section 41 Students who have completed the Diploma programmes and met all the requirements of the programmes and credits within the specified time period will be awarded with the relevant Diplomas by the UC. They are allowed to proceed to the Degree or 2+2 Degree programmes for periods of studies ranging from 1 to 2 years. The credit exemption will be granted according to the specified regulations.

Section 42 Students who have completed the Foundation programmes and met all the requirements of the programmes and credits within the specified time period will be awarded with the relevant Certificates of Completion by UC. They are allowed to proceed to the Degree or 2+2 Degree programmes, if their results have fulfilled the specified requirements.

Section 43 Students who have completed earlier the Diploma programmes and met all the requirements of the programmes and credits within the specified time period will be awarded the relevant Diplomas by UC.

Section 44 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 UC. Then, they may continue to the Master programmes, if their results have fulfilled the specified requirements.

Section 45 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 UC. This classification of the
honours degree is as follows:

<table>
<thead>
<tr>
<th>Class</th>
<th>Results/CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>First class honours</td>
<td>3.67 – 4.00</td>
</tr>
<tr>
<td>Second class honours (Upper)</td>
<td>3.00 – 3.66</td>
</tr>
<tr>
<td>Second class honours (Lower)</td>
<td>2.50 – 2.99</td>
</tr>
<tr>
<td>Third class honours</td>
<td>2.00 – 2.49</td>
</tr>
</tbody>
</table>

**Chapter XI**  
Additional regulations

Section 46  
Other matters that not mentioned in the Academic Regulations will be dealt with in accordance with the UC Management Regulations.

Section 47  
The Academic Regulations shall be approved by the University Senate before amended accordingly.
Appendix A: MPU subjects

## Certificate

<table>
<thead>
<tr>
<th>Type</th>
<th>Code</th>
<th>Subject name</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>U1</td>
<td>MPU1133</td>
<td>Bahasa Malaysia (International students)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MPU1153</td>
<td>Pengajian Malaysia 1 (Local students)</td>
<td>3</td>
</tr>
<tr>
<td>U2</td>
<td>MPU1213</td>
<td>*Bahasa Kebangsaan A</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MPU1212/</td>
<td>Basic Chinese Language I &amp; II</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>MPU1222</td>
<td></td>
<td>(Choose 1)</td>
</tr>
<tr>
<td></td>
<td>MPU1232</td>
<td>Beginner Chinese Language</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MPU1242</td>
<td>Intermediate Chinese Language</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MPU1252</td>
<td>Advanced Chinese Language</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MPU1262</td>
<td>**Ceramic Appreciation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MPU1272</td>
<td>**Basic Grammar</td>
<td></td>
</tr>
<tr>
<td>U3</td>
<td>MPU1312</td>
<td>Music Appreciation</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>MPU1322</td>
<td>Arts Appreciation</td>
<td></td>
</tr>
</tbody>
</table>

*All UEC holders and SPM holders, no credit in BM will need to take Bahasa Kebangsaan A.

**Students who exempted from MPU1252 will need to take MPU1262 or MPU1272 to replace the credits.

## Diploma

<table>
<thead>
<tr>
<th>Type</th>
<th>Code</th>
<th>Subject name</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>U1</td>
<td>MPU2133</td>
<td>B.M. Komunikasi 1 (International students)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MPU2163</td>
<td>Pengajian Malaysia 2 (Local students)</td>
<td>3</td>
</tr>
<tr>
<td>U2</td>
<td>MPU2213</td>
<td>*Bahasa Kebangsaan A</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MPU2212/</td>
<td>Basic Chinese Language I &amp; II</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>MPU2222</td>
<td></td>
<td>(Choose 1)</td>
</tr>
<tr>
<td></td>
<td>MPU2232</td>
<td>Beginner Chinese Language</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MPU2242</td>
<td>Intermediate Chinese Language</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MPU2252</td>
<td>Advanced Chinese Language</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MPU2262</td>
<td>**Ceramic Appreciation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MPU2272</td>
<td>**Basic Grammar</td>
<td></td>
</tr>
<tr>
<td>U3</td>
<td>MPU2312</td>
<td>Introduction to Social Sciences</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>MPU2322</td>
<td>Government and Politics in Malaysia</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MPU2332</td>
<td>Folk life and Community</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MPU2342</td>
<td>Gender and Life</td>
<td></td>
</tr>
<tr>
<td>U4</td>
<td>MPU2412</td>
<td>Community Service</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>MPU2422</td>
<td>Korfball</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MPU2432</td>
<td>Taiji</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MPU2442</td>
<td>Health-related Physical Fitness</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MPU2452</td>
<td>Table Tennis</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MPU2462</td>
<td>Basketball</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MPU2472</td>
<td>Aerobic</td>
<td></td>
</tr>
</tbody>
</table>

*All UEC holders and SPM holders, no credit in BM will need to take Bahasa Kebangsaan A.

**Students who exempted from MPU2252 will need to take MPU2262 or MPU2272 to replace the credits.
<table>
<thead>
<tr>
<th>Type</th>
<th>Code</th>
<th>Subject name</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>U1</td>
<td>MPU 3143</td>
<td>B.M. Komunikasi 2 (International students)</td>
<td>3</td>
</tr>
<tr>
<td>U1</td>
<td>MPU 3173</td>
<td>Pengajian Malaysia 3 (Local students)</td>
<td></td>
</tr>
<tr>
<td>U1</td>
<td>MPU 3113</td>
<td>#Hubungan Etnik (Local students)</td>
<td></td>
</tr>
<tr>
<td>U1</td>
<td>MPU 3123</td>
<td>#TITAS (Local students)</td>
<td></td>
</tr>
<tr>
<td>U2</td>
<td>MPU 3213</td>
<td>**Bahasa Kebangsaan A</td>
<td>3</td>
</tr>
<tr>
<td>U2</td>
<td>MPU 3212/</td>
<td>Basic Chinese Language I &amp; II</td>
<td>2</td>
</tr>
<tr>
<td>U2</td>
<td>MPU 3222</td>
<td></td>
<td>(Choose 1)</td>
</tr>
<tr>
<td>U2</td>
<td>MPU 3232</td>
<td>Beginner Chinese Language</td>
<td></td>
</tr>
<tr>
<td>U2</td>
<td>MPU 3242</td>
<td>Intermediate Chinese Language</td>
<td></td>
</tr>
<tr>
<td>U2</td>
<td>MPU 3252</td>
<td>Advanced Chinese Language</td>
<td></td>
</tr>
<tr>
<td>U2</td>
<td>MPU 3262</td>
<td>**Ceramic Appreciation</td>
<td></td>
</tr>
<tr>
<td>U2</td>
<td>MPU 3272</td>
<td>**Basic Grammar</td>
<td></td>
</tr>
<tr>
<td>U3</td>
<td>MPU 3312</td>
<td>Sociology</td>
<td>2</td>
</tr>
<tr>
<td>U3</td>
<td>MPU 3322</td>
<td>Introduction to the Constitution of Malaysia</td>
<td>(Choose 1)</td>
</tr>
<tr>
<td>U3</td>
<td>MPU 3332</td>
<td>Abnormal Behaviour and Life</td>
<td></td>
</tr>
<tr>
<td>U3</td>
<td>MPU 3342</td>
<td>Morality from Malaysian Perspective</td>
<td></td>
</tr>
<tr>
<td>U4</td>
<td>MPU 3412</td>
<td>Community Service</td>
<td>2</td>
</tr>
<tr>
<td>U4</td>
<td>MPU 3422</td>
<td>Korfball</td>
<td>(Choose 1)</td>
</tr>
<tr>
<td>U4</td>
<td>MPU 3432</td>
<td>Taiji</td>
<td></td>
</tr>
<tr>
<td>U4</td>
<td>MPU 3442</td>
<td>Health-related Physical Fitness</td>
<td></td>
</tr>
<tr>
<td>U4</td>
<td>MPU 3452</td>
<td>Table Tennis</td>
<td></td>
</tr>
<tr>
<td>U4</td>
<td>MPU 3462</td>
<td>Basketball</td>
<td></td>
</tr>
<tr>
<td>U4</td>
<td>MPU 3472</td>
<td>Aerobic</td>
<td></td>
</tr>
</tbody>
</table>

*All UEC holders and SPM holders, no credit in BM will need to take Bahasa Kebangsaan A.

**Students who exempted from MPU3252 will need to take MPU3262 or MPU3272 to replace the credits.
# Appendix B: Restrictions on credits for course selection & credit requirements for completion of the programme

<table>
<thead>
<tr>
<th>Programs</th>
<th>Maximum Credits</th>
<th>*Credit for completion</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Foundation</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foundation in Business</td>
<td>21</td>
<td>52</td>
</tr>
<tr>
<td>Foundation in Chinese Communication</td>
<td>21</td>
<td>50</td>
</tr>
<tr>
<td>Foundation in Art and Design</td>
<td>21</td>
<td>51</td>
</tr>
<tr>
<td><strong>Certificate</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificate in Humanities and Social Sciences</td>
<td>22</td>
<td>60</td>
</tr>
<tr>
<td>Certificate in Business Information Technology</td>
<td>22</td>
<td>60</td>
</tr>
<tr>
<td><strong>Diploma</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diploma in Business Administration</td>
<td>24</td>
<td>90</td>
</tr>
<tr>
<td>Diploma in Accounting</td>
<td>24</td>
<td>90</td>
</tr>
<tr>
<td>Diploma in Media Studies</td>
<td>24</td>
<td>96</td>
</tr>
<tr>
<td>Diploma in Drama and Visuals</td>
<td>24</td>
<td>92</td>
</tr>
<tr>
<td>Diploma in Visual Arts</td>
<td>24</td>
<td>93</td>
</tr>
<tr>
<td>Diploma in Fashion and Textile Design</td>
<td>24</td>
<td>93</td>
</tr>
<tr>
<td>Diploma in Graphic Design</td>
<td>24</td>
<td>91</td>
</tr>
<tr>
<td>Diploma in Interior Design</td>
<td>24</td>
<td>94</td>
</tr>
<tr>
<td>Diploma in Information Technology</td>
<td>24</td>
<td>91</td>
</tr>
<tr>
<td>Diploma in Web Development Technology</td>
<td>24</td>
<td>91</td>
</tr>
<tr>
<td>Diploma in Teaching Chinese as a Second Language</td>
<td>24</td>
<td>95</td>
</tr>
<tr>
<td>Diploma in Early Childhood Education</td>
<td>24</td>
<td>94</td>
</tr>
<tr>
<td><strong>Bachelor</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BA (Hons) in Business Administration</td>
<td>25</td>
<td>125</td>
</tr>
<tr>
<td>BSc (Hons) in Finance &amp; Accounting</td>
<td>26</td>
<td>136</td>
</tr>
<tr>
<td>BA in Chinese Language &amp; Literature</td>
<td>25</td>
<td>120</td>
</tr>
<tr>
<td>Bachelor of Computer Science (Hons) in Network Technology</td>
<td>25</td>
<td>123</td>
</tr>
<tr>
<td>Bachelor of Computer Science (Hons) in Software Engineering</td>
<td>25</td>
<td>127</td>
</tr>
<tr>
<td>BA (Hons) in Visual Communication</td>
<td>25</td>
<td>120</td>
</tr>
<tr>
<td>BA (Hons) in Counseling &amp; Psychology</td>
<td>20</td>
<td>126</td>
</tr>
<tr>
<td>Bachelor of Early Childhood Education</td>
<td>25</td>
<td>121</td>
</tr>
<tr>
<td>Bachelor of Education (Teaching Chinese As A Second Language)</td>
<td>25</td>
<td>120</td>
</tr>
</tbody>
</table>
Addendum Regulation 1: Application procedures for credit exemption

1. Explanation: Students who are studying in UC who wish to change their programmes of studies or students transferred from other institutions of higher learning that recognized by Ministry of Education may apply for credit exemption according to the procedures.

2. The following students may apply for credit exemption:
   2.1 UC students who are changing their programmes of studies:
       A. Those transfer within the same year of studies (including those Certificate students who have completed one semester but are transferred to another Certificate programme);
       B. Transferred to lower semester in different programmes of studies;
       C. Completed the Foundation programme and transferred to other diploma programmes;
       D. Completed the Foundation programme and transferred to other Degree programmes.
   2.2 UC students who are applying for re-enrolled;
   2.3 Students who have completed one or more semesters in relevant programme of studies in other institutions that recognized by the Ministry of Higher Education. Also possess relevant certificates or diplomas with appropriate academic result slips that applying to transfer to the relevant programmes of studies in UC.

3. Scope of credit exemption
   3.1 UC students who are changing to other programmes: Credit exemptions are given for common elective subjects of 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 equal standard in the recognized institutions can be exempted;
       B. Total credit exemption for compulsory subjects in the relevant programmes in UC is subjected to a maximum of one-third of the total credits, and the results of the relevant subjects must not be below of Grade C;
       C. Total credit exemption should not exceed than one-third of the total credits;
       D. Application for credit exemption should be supported with the syllabus of the relevant subjects taken as evidence of the academic standard of the course; application for credit exemption should be submitted together with application for admission into UC. Application for credit exemption must be submitted within the first two weeks after commencement of the semester only. Applications will not be processed after the said period.

4. Exemption on the contents of the subjects
   4.1 Subject with similar name and content;
   4.2 Subject with different name but similar content
   4.3 Subject with different name and content but of similar nature.

5. Maximum duration of study: Students transferred from other programmes or other institutions must study in the relevant programmes in UC for at least one year or one and the half year, subjected to the maximum duration of study that similarly
that applied to all the existing students.

6. Applying for credit exemption procedures

<table>
<thead>
<tr>
<th>Obtain and fill in the “Application Form for Admission”</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Attached with Certified True Copy of the evidence of course results, credits obtained, courses outline, relevant certificates or diplomas and etc.)</td>
</tr>
<tr>
<td>↓</td>
</tr>
<tr>
<td>Make payment for application fee at the Finance Department</td>
</tr>
<tr>
<td>↓</td>
</tr>
<tr>
<td>Submit to the Registrar’s Office.</td>
</tr>
<tr>
<td>↓</td>
</tr>
<tr>
<td>The respective Head of Department to check on the credit exemption and subjects (Head of Department to sign on the “Credit Exemption Checklist”)</td>
</tr>
<tr>
<td>↓</td>
</tr>
<tr>
<td>Submit to Registrar for approval before acceptance and enrollment purpose.</td>
</tr>
</tbody>
</table>

**Addendum Regulation 2: NEUC Chinese Language proficiency regulation**

According to NEUC Regulations, all students must fulfill the Chinese Language proficiency requirement before graduating except those students studying in the Department of Chinese Language and Literature.

1. Those students who possess Chinese Language qualification such as in UEC, STPM, SPM or other equivalent qualifications are required to attend one semester of Advanced Chinese Language subject. Upon completion of the Advanced Chinese Language subject, the students will be awarded with two credits. Students can be exempted from taking the Advanced Chinese Language subject once they have met the requirements (please refer to Chapter V: Compulsory language courses and conditions for exemption) for the details.

2. Those students who possess Chinese Language qualification in PMR are required to attend one semester of Intermediate Chinese Language subject. Upon completion, successful students will be awarded with two credits.

3. Those students who possess Chinese Language qualification in UPSR must attend one semester of Beginner Chinese Language subject. Upon completion, successful students will be awarded with two credits.

4. Those students without any of the Chinese Language qualifications that mentioned above are required to attend two semesters of Basic Chinese Language subject. 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 that requires treatment or need to recuperate for a period by a hospital that recognized by UC. The application for deferment is not more than one-third of the total credit hours in that particular 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 after the deferment;

C. Students who are applying for the deferment due to specific reasons or problems or as ordered by UC, they must apply within the first four weeks after commencement of a 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-enroll upon end of the deferment period are deemed to have withdrawn from UC.

1.4 Conditions and specifications for deferment students that who are receiving the scholarships and bursary:

A. Students who are receiving scholarships or bursaries from 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 UC, then decided not to resume their studies and chosen to withdraw after end of the deferment, they must pay back the relevant amounts in installments within the specified period;

C. Students who have received bursaries from UC will have such assistance automatically withdrawn when they are applying for the deferment.

2. Withdrawal procedures

2.1 Students who are under the following circumstances shall be dealt with according to the withdrawal procedures:

A. diagnosed with a serious illness or incapacitated due to accidents that resulted unable to continue their studies;

B. stopped their studies without applying for withdrawal, then it is not contactable at all;

C. CGPA less than 2.00 in two consecutive semesters, except those with special approval that granted by the Academic 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. not able to complete the studies within the specified maximum period of study;

F. violated any law of the country or committed an offence under the UC rules and regulations, then the students shall withdraw from UC;

G. Students who are applying for withdrawal with valid reason shall complete the withdrawal procedures within four weeks after the commencement of the semester.
3. Application for withdrawal

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

| Collect the “Leaving UC Application Form” at the shelf of UC Administration Office |
| Fill in the form |
| Approach the relevant departments for checking and approvals as indicated in the form |
| Parents / Guardians |
| Head of Department |
| Counseling Centre (to undergoing the counselling if necessary) |
| Student Affairs Department |
| Library |
| Finance Office |
| Registrar’s Office |

4. Relevant provisions

4.1 Students who are receiving the scholarships or bursaries from UC but decided to withdraw from UC before completion of studies must pay back the disbursed amount in installments within the specified period;

4.2 Students who have withdrawn or expelled from UC are not allowed to apply for re-enroll;

4.3 Student who has been asked to withdraw from the UC (based on the Clause 2 Withdrawal procedure of item B to F), there will be no refund on the tuition fee, language subject fee and course assessment fee that has paid to UC.

4.4 Deferment: Student who has completed the withdrawal procedure within 30 days from the course commencement date is entitled to retain the tuition fee, language subject fee and course assessment fee that has paid. However, student who has only completed the withdrawal after 30 days from the course commencement date, all tuition fee, language subject fee and course assessment fee will be forfeited.

4.5 Withdrawal: Student who has completed the withdrawal procedure within 30 days from the course commencement date is entitled for fee refund. Please refer to clause 4.6 on the details of the refund. However, student who has only completed the withdrawal after 30 days from the course commencement date, all tuition fee, language subject fee and course assessment fee will be forfeited.
4.6 Refund methods: Student who has completed the withdrawal procedure within 30 days from the course commencement date will be refunded all fees paid according to the following fee packages:

**Fee package: current payment**

<table>
<thead>
<tr>
<th>Course code</th>
<th>Refundable amount(RM)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBI</td>
<td>1500</td>
<td>Students who are under scholarship, discount scheme, children of long service staff must pay back the scholarship or discounted amount before proceed with the calculation on the refundable amount.</td>
</tr>
<tr>
<td>CHS</td>
<td>1500</td>
<td></td>
</tr>
<tr>
<td>FAD</td>
<td>1500</td>
<td></td>
</tr>
<tr>
<td>FBS</td>
<td>1500</td>
<td></td>
</tr>
<tr>
<td>FCC</td>
<td>1500</td>
<td></td>
</tr>
</tbody>
</table>

**Fee package: Special fee package for new students**

<table>
<thead>
<tr>
<th>Course code</th>
<th>Refundable amount (RM)</th>
<th>Course code</th>
<th>Refundable amount (RM)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>DBA</td>
<td>2300</td>
<td>DGD</td>
<td>3300</td>
<td>Students who are under scholarship, discount scheme, children of long service staff must pay back the scholarship or discounted amount before proceed with the calculation on the refundable amount.</td>
</tr>
<tr>
<td>DIM</td>
<td>2300</td>
<td>DID</td>
<td>3300</td>
<td></td>
</tr>
<tr>
<td>DAC</td>
<td>2300</td>
<td>DFT</td>
<td>3300</td>
<td></td>
</tr>
<tr>
<td>DIT</td>
<td>2300</td>
<td>DDV</td>
<td>1300</td>
<td></td>
</tr>
<tr>
<td>DWD</td>
<td>2300</td>
<td>DMS</td>
<td>1500</td>
<td></td>
</tr>
<tr>
<td>DEC</td>
<td>1840</td>
<td>TCSL</td>
<td>1040</td>
<td></td>
</tr>
<tr>
<td>DVA</td>
<td>3300</td>
<td>ECE</td>
<td>1300</td>
<td></td>
</tr>
</tbody>
</table>

**Fee package: PTPTN scheme**

<table>
<thead>
<tr>
<th>Course code</th>
<th>PTPTN Loan amount</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>DBA</td>
<td>2400 (100)</td>
<td>1.(not completed the PTPTN loan application or loan not approved, to pay the discrepancy amount)</td>
</tr>
<tr>
<td>DIM</td>
<td>2400 (100)</td>
<td></td>
</tr>
<tr>
<td>DAC</td>
<td>2400 (100)</td>
<td></td>
</tr>
<tr>
<td>DIT</td>
<td>2400 (100)</td>
<td></td>
</tr>
<tr>
<td>DWD</td>
<td>2400 (100)</td>
<td></td>
</tr>
<tr>
<td>DEC</td>
<td>2400 (560)</td>
<td></td>
</tr>
<tr>
<td>DVA</td>
<td>2400 900*</td>
<td></td>
</tr>
<tr>
<td>DGD</td>
<td>2400 900*</td>
<td></td>
</tr>
<tr>
<td>DID</td>
<td>2400 900*</td>
<td></td>
</tr>
<tr>
<td>DFT</td>
<td>2400 900*</td>
<td></td>
</tr>
<tr>
<td>DDV</td>
<td>2400 (100)</td>
<td></td>
</tr>
<tr>
<td>DMS</td>
<td>2400 (900)</td>
<td></td>
</tr>
<tr>
<td>TCSL</td>
<td>2400 (1360)</td>
<td></td>
</tr>
<tr>
<td>ECE</td>
<td>2400 (1100)</td>
<td></td>
</tr>
</tbody>
</table>
Fee package: Special fee package for new students

<table>
<thead>
<tr>
<th>Course code</th>
<th>Refundable amount (RM)</th>
<th>Course code</th>
<th>Refundable amount (RM)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>BBA</td>
<td>3000</td>
<td>BCL</td>
<td>3000</td>
<td>Students who are under scholarship, discount scheme, children of long service staff must pay back the scholarship or discounted amount before proceed with the calculation on the refundable amount.</td>
</tr>
<tr>
<td>BIM</td>
<td>3000</td>
<td>BECE</td>
<td>3000</td>
<td></td>
</tr>
<tr>
<td>BFA</td>
<td>3000</td>
<td>BTCSL</td>
<td>3000</td>
<td></td>
</tr>
<tr>
<td>BSE</td>
<td>3000</td>
<td>BCP</td>
<td>3000</td>
<td></td>
</tr>
<tr>
<td>BNT</td>
<td>3000</td>
<td>BVC</td>
<td>3000</td>
<td></td>
</tr>
</tbody>
</table>

Fee package: PTPTN scheme

<table>
<thead>
<tr>
<th>Course code</th>
<th>PTPTN Loan amount</th>
<th>1.(not completed the PTPTN loan application or loan not approved, to pay the discrepancy amount)</th>
<th>2. *amount that entitled for refund (RM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BBA</td>
<td>4900 (1900)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIM</td>
<td>4900 (1900)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BFA</td>
<td>4900 (1900)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BSE</td>
<td>4900 (1900)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BNT</td>
<td>4900 (1900)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BCL</td>
<td>4900 (1900)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BECE</td>
<td>4900 (1900)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BTCSL</td>
<td>4900 (1900)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BCP</td>
<td>4900 (1900)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BVC</td>
<td>4900 (1900)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

1. In every semester, students may log into the UC Intranet at [http://cmsserver.newera.edu.my](http://cmsserver.newera.edu.my) to perform online course selection and registration, also check on the 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. Then, they can change their password thereafter.

For user manual on course selection, Over Credits/Retake Application Form and Courses Exemption Form can be downloaded from [http://www.newera.edu.my/currentStudent_cn.php](http://www.newera.edu.my/currentStudent_cn.php).
Chapter 3  Scholarship

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

1. High achievers from secondary schools all over Malaysia who wish to pursue our academic programmes are encouraged to apply for our scholarships.

2. Scholarships are also available to existing students of New Era University College with excellent performance.

3. The Scholarship Committee is chaired by the Head of Administration Department, Head of Student Affairs Department, Head of Registrar’s Office, Head of Academic Department and Head of Enrolment Department.

4. Scholarships are available to qualified students in every new academic intake. The Registrar’s Office is authorized by the Scholarship and Loan Committee to assess, review and approve the scholarship applications.

5. Applicants must only use the recent two years official results to apply for the scholarship.

6. Applicants are 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 scholarships awarded.

7. Criteria for scholarship are as follows:
   7.1 Academic Excellence Scholarship (for new students)
   7.1.1 UEC with at least 8 As;
   7.1.2 STPM or equivalent qualification with at least 3 As & 1C;
   7.1.3 SPM or equivalent qualification with at least 10 As;
   7.1.4 Foundation, Diploma, Homegrown Degree programme;
   7.1.5 Full scholarship covering tuition fees, miscellaneous fee and hostel fee.

   7.2 New Student Scholarship (for new students)
   7.2.1 UEC with not more than 15 aggregate points for the best 5 subjects;
   7.2.2 STPM or equivalent qualification with at least 3 Bs;
   7.2.3 SPM or equivalent qualification with at least 7 As;
   7.2.4 Foundation, Diploma programme (The amount of scholarships varies according to different diploma programme);
   7.2.5 Homegrown Degree (Scholarship covering RM10,000.00 tuition fee per year).

   7.3 Multi-Cultural Scholarship (for new students)
   7.3.1 For non-Chinese only.
   7.3.2 Students who have obtained admission into NEUC’s Foundation, Diploma or Undergraduate programme using UEC results;
   7.3.3 With STPM or equivalent qualification with at least 2 Cs;
   7.3.4 With SPM or equivalent qualification with at least 5 Cs;
   7.3.5 Foundation, Diploma programme(The amount of scholarships varies
according to different diploma programme).
7.3.6 Homegrown Degree (Scholarship covering RM10,000.00 tuition fee per year).

7.4 Progression Scholarship (for existing students that applying for the first time)
7.4.1 Existing students who had completed the academic programme with a minimum CGPA 3.50 and above.

8. All above scholarships cover the first year’s tuition fee, students who had obtained the CGPA 2.00 in every academic year may apply to renew the scholarship accordingly.

9. The amount of scholarships awarded:

<table>
<thead>
<tr>
<th>Programme</th>
<th>Every Long Semester(RM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation Programme</td>
<td>2000</td>
</tr>
<tr>
<td>Diploma Programme</td>
<td>3000</td>
</tr>
<tr>
<td>Diploma Programme (Art and Design)</td>
<td>5000</td>
</tr>
<tr>
<td>Degree programme</td>
<td>5000</td>
</tr>
</tbody>
</table>

10. Application:
10.1 **New Intake student** - Apply upon enrolment.
10.2 **Progression students** - May semester and September semester.
   The application can be made within a week after results are released.

11. Documents required for scholarship application:

11.1 For new application:
11.1.1 Photocopy of SPM / UEC certificates
11.1.2 Photocopy of Final year school results certificates
11.1.3 Photocopy of school leaving certificates
11.1.4 Photocopy of Identity card
11.1.5 Passport – sized photograph

11.2 For progression student:
11.2.1 Application form
11.2.2 Photocopy of academic transcripts (by semesters)
11.2.3 Recommendation Letter from the lecturer
11.2.4 A brief self-introduction

11.3 For renewal student:
11.3.1 Application form
11.3.2 Photocopy of current academic transcripts (by semesters)
11.3.3 Records of College Service Programme

12. Mode of application
12.1 Application form and relevant documents must be submitted to the Registrar’s Office before the application deadline.
12.2 For those who are interested, please download the application form at https://www.newera.edu.my/ro_cn.php?id=1070#c
13. Management approaches

13.1 The committee is responsible for reviewing and selecting the applicants for scholarship;

13.2 The award name list will be notified by email and will be published in the University College’s e-Notice;

13.3 All recipients must sign “Acceptance of New Era University College Scholarship”;

13.4 Eligible students who fail to complete the registration procedures, the scholarships awarded will be cancelled;

13.5 Scholarship students who had violated the rules and regulations of the University College will be revoked.

13.6 Scholarship students who had decided to discontinue, withdraw or transfer to another institution are required to reimburse back all the scholarship amount that awarded.

13.7 Recipients who fail to complete the course (including completing the Foundation programme and then proceeding to Diploma or Degree programme), shall be liable to repay the amount disbursed by the University College;

13.8 The scholarship will be revoked if the documents submitted are found to be fabricated. As such, students have to return the tuition fees disbursed for the semester(s) enrolled;

13.9 Recipients are required to participate in the “University College Service Programme” organized by the Scholarship & Loan Committee; Failure to do so, students are required to reimburse back all the scholarship amount that awarded.

13.10 University College Services Programme’s requirements:

13.10.1 Requirement
During the scholarship period, students are required to participate in two University College’s event every year as a volunteer.

13.10.2 Events
Student can choose or allocated by the relevant department to participate in the University College’s event:

i. Convocation

ii. Registration day

iii. Carnival/Bazaar

iv. Student recruitment/Education exhibition

v. Fund raising

vi. Reception

vii. Community event

13.10.3 For more information on the University College Service Programme, please refer to
https://www.newera.edu.my/ro.php?id=1071#c
Chapter 4  Student Affairs Department

I. The Code of student conduct

1. The purpose of the Code of Conduct (the Conduct) is to ensure safe learning environment and to provide administrators with intervention guidelines in the campus.

2. All students’ misconduct/disruptive behavior will be dealt according to this Conduct. If there are other relevant law or New Era University College’s (UC) rules and regulations available, it will be applied.

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 Fail 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 Wilful damage or vandalising facilities and property 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 fail to obey the 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 Mismanage the funding such as abuse, forgery of account, incomplete account reporting and etc.
   2.9 Misbehave or found at other 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 the social media.
   2.11 Organising unapproved activities or inviting external party without approval for activities in the campus.

3. Criminal Offences
   3.1 Theft
   3.2 Displaying sexual misconduct behaviour to others whether verbally, physically, 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 or altered or forged documents
   3.5 Involve in illegal organisation or activities that will cause public disorder
   3.6 Frightening or threatening others that will bring harm to their safety
   3.7 Possession of assault weapons or dangerous items
   3.8 Misleading, cheating, compelling others to involve in any activities
3.9 Violated drug related laws
3.10 Involvement in any activities that violating the laws of Malaysia.

5. Students who are verbally abusive, displaying misconduct/disruptive behavior or breaching UC’s rules and regulations will subject to disciplinary action imposed on them. The following are the actions 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 Counseling 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 that paid.

6. The UC will issue a letter on the misconduct that contains the following details:
   6.1 Name of the misconduct student
   6.2 Nature of punishment and reasons
   6.3 If the student is dissatisfied with the punishment, the student can 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 can appeal against the decision of the Disciplinary Committee within 7 days from the date of the letter to Registrar. The Registrar shall convene a hearing of such requests if the 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; or

The decision of the Hearing Committee shall be final.
II. Student Hostel

1. In Campus Hostel

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

The hostel floors are from 3rd to 9th floor with 134 hostel rooms designed for 3-person, 5-person and 7-person occupancy. Most of the hostel rooms are for 5-person occupancy. Each hostel room has a washroom, a bathroom, a balcony and internet access (students to provide their own computers and network cards). Every floor has a lounge, a water cooler and a fire security control system. The hostel building is provided with 24-hour security and CCTV system.

The hostel provides not only 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:

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

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 Head of Student Affairs Department, Head of General Affairs Department, Head of Counseling Centre, counselor, hostel wardens and representatives from Hostel Students’ Association.
Chapter II  Application for Accommodation and Allocation of Hostel Rooms

1. Application for accommodation in UC hostel is administered every year in line with the timing of student enrollment (January, April, May and September) and priority is given to new students. Application may be open to old 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 “first come first served” basis (subject to room availability)
   b. Old students: Please refer to the “Requirements of Application for Extension of Accommodation”.

3. New student accommodation’s period is until 31st December of the same year. They are required to apply to renew their accommodation end of the year for continuing to stay in the following year. However, they must cooperate and adhere to the instructions of annual room adjustment by the HMC.

4. Students who fail to pay hostel fee and deposit within the stipulated time are considered as having withdrawn from the hostel.

5. No prior reservation will be entertained for the students.

6. Payment of hostel fee is administered according to the rules set by UC. The hostel fee is payable by semester basis. Old students who wish to stay between January to May, they are required to pay the hostel fee when approved after they have submitted the application for accommodation extension.

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

<table>
<thead>
<tr>
<th>Check in date</th>
<th>Hostel fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st till 10th of the month</td>
<td>Full hostel fee</td>
</tr>
<tr>
<td>16th onwards</td>
<td>50% of the hostel fee</td>
</tr>
</tbody>
</table>

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 full hostel fee. All new students can check in 3 days prior to the Registration Day of the intake.

7. All students staying in the hostel must pay 2 months rental as refundable hostel deposit. It will be refunded upon check out if there is no any deduction or forfeiture.

8. For old students who have been granted approval in their accommodation renewal and already paid the hostel fee, if they wish to cancel their accommodation thereafter. The deposit is not refundable.

9. The hostel room is 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 the permission from the Hostel Warden. Exchanging of beds and/or staying overnight in other room 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 room cannot reject such arrangement.

12. Hostel students will need to prepare their own daily necessities items such as blankets, pillows, pillow cases, bed sheets, etc.
13. **Chapter III  Specifications 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 transfer to other institutions or withdrawn from UC or have been diagnosed by doctors as unfit for hostel life or voluntarily move out from the hostel.

2. Deposits are not refundable:
   a. Students who have been granted to stay in the hostel but fail to pay hostel fee before the new semester. *(please refer to Hostel Rules and Regulations, Chapter II, clause 6)*
   b. Students who have withdrawn from hostel before completing the accommodation period

3. Refund of hostel fee and deposit are dealt with as follows:

<table>
<thead>
<tr>
<th>Accommodation period</th>
<th>Students who stay until end of semester</th>
<th>Students who do not stay until end of semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refundable Hostel Fee</td>
<td>Deposit is not refundable.</td>
<td>Hostel fees for 2 months would be deducted and balance will be refunded; deposit refunded but subject to deduction, if there is any outstanding payment.</td>
</tr>
</tbody>
</table>

4. Students must check out from the hostel at the Hostel Warden Office if they wish not to continue to stay in the hostel or upon completing the accommodation period. Or else, there will be additional rental imposed based on every half month rate and also administration fee of RM53.00.

5. The HMC does not accept transfer of vacant bed to other student for any withdrawal from the hostel.

6. For students expelled from the hostel, the HMC will inform the parents or guardians in writing. The students must move out of the hostel immediately after completing the withdrawal procedures, the balance of the hostel fee and deposit will not be refunded. If delayed in withdrawing from the hostel due to special reasons, 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 up personal particulars and withdrawal date, finally return the form to Hostel Warden.
   ii. The Hostel Warden will check whether the hostel items assigned 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 original position. Otherwise, the deposit will not be refunded.
   iv. Once completed the hostel withdrawal procedures, the student will keep the third carbon-copy of the Hostel Withdrawal Form, the first copy will be kept by the Finance Department and the Hostel Warden Office will be keeping the second carbon-copy.
   v. Full deposit refund only if the door access smart tag and hostel room key have been returned and the study table, cupboard, bed, mattress, chair, etc.
vi. are in good condition. Finance Department will refund the deposit to student via bank remittance.

vii. Losses, damages or serious scribbling of hostel items must be compensated and will be deducted from the deposit or the student is required to pay to Finance Department. The compensation scheme is as follows:

i. Hostel room key, each RM11; Hostel Pass, each RM5; Door access smart tag for Mewah Hostel, each RM50; Door access smart tag for Kajang Sentral Hostel, each RM50.

ii. For damages that can be repaired, all costs of repair 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):

<table>
<thead>
<tr>
<th>Year of purchase</th>
<th>Compensation</th>
<th>Year of purchase</th>
<th>Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>100%</td>
<td>Year 4</td>
<td>40%</td>
</tr>
<tr>
<td>Year 2</td>
<td>80%</td>
<td>Year 5</td>
<td>30%</td>
</tr>
<tr>
<td>Year 3</td>
<td>60%</td>
<td>Year 6</td>
<td>20%</td>
</tr>
</tbody>
</table>

Note: Damage caused by student, the student has to compensate as per price of purchase.

iv. Mattress which is dirty due to usage without bed sheet or other factors must be compensated based on the price of purchase.

viii. Students who have completed their final semester studies in UC must complete the withdrawal procedures at the Hostel Warden Office end of the semester. If failure to do so within 3 days after stipulated time, the HMC will treat the students gives up seeking for refund of deposit, the said deposit 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 Accommodation for renewal**

1. Basic Requirements:
   a. Good discipline.
   b. Participate in hostel cleaning duty that assigned.

2. Other requirements please refer to the notices on “Requirements for Application for Extension of Accommodation” that issued from time to time by Hostel Warden Office.

**Chapter V  Discipline Regulations for Hostel Students**

For purposes of enhancing hostel management in maintaining order and peacefulness in the hostel, safeguarding 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 violation (students have the obligation to report the offences), investigation will be carried out and the student who has violated the rules and regulations will be penalized with points system based on the severity of the offences. For student who has 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 authority for those
offences that related to crime in nature. In order to improve the students’ ability for self-governance, responsible and obey the rules and regulations, cultivate good habits, maintain safety, cleanliness and order of the hostel as well as promoting cooperation and harmony, the students are required obey the following rules and regulations:

1. After 12 midnight (except Kajang Sentral Hostel)
   a. The hostel’s main gate will be closed and no exit/entry allowed except for late returning students due to special reasons but had informed the hostel warden by filling up the relevant form and obtaining approval 3 days in advance before that. Unless emergency situation but the students are required to fill up the relevant form on the following day at Hostel Warden Office; or else it will be considered as late returning students.
   b. Do not loiter around the public areas at the front and back of the stairs; or in front of the lift.
   c. Stop watching TV (except Saturday).

2. Water and electricity
   a. In order to conserve energy, lights in the bedroom must be switched off at 12 midnight but the table lamp is allowed.
   b. Lights at the balcony and toilet should be switched off, only if necessary.
   c. The last person who is leaving the bedroom or lounge must switch off the lights and fans. Water taps must be turned off after used.
   d. Usage of unauthorized electrical appliances in the hostel is strictly prohibited. All incidents including fire that resulted in damage or loss, the students will be held for responsible and compensate accordingly, besides the legal liability.
   e. Electrical appliances that can be used in the hostel are including 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 and penalized if found.
   f. In addition to above electrical appliances, Kajang Sentral Hostel students are allowed to use electric kettle and induction cooker. Please be careful and all incidents including fire that resulted in damage or loss, the students will be held for responsible and compensate accordingly, besides the legal liability.

3. Hygiene and cleanliness
   a. Maintenance of hygiene and cleanliness of hostel room shall be undertaken by all the students staying in the room. The room leader will draw up a duty roster and supervise the cleaning work involved.
   b. Cleaning of hostel common areas in each floor such as the corridor, lounge, lift lobby, laundry room, etc. is the collective responsibility of all the hostel students staying in 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 any rubbish at common areas in the hostel such as the corridor, lounge, front and back stairs etc.
   f. Kajang Sentral Hostel students must dispose the rubbish at the designated place.

4. Public property
   (General)
   a. Students are strictly not allowed to remove any hostel properties.
b. Upon check in, students must check the condition of the study table, cupboard, bed, etc. Thereafter, students are responsible for the usage and care for such items. Students must report to Hostel Warden Office as soon as possible on any items that need to be repaired, changed or replaced. If the damage of any items due to negligence, students are required to compensate the said item to UC.

c. Hostel room key, hostel pass and door access card must be properly safeguarded and should not lent to others in order to avoid possibility of duplication that may lead to undesirable consequences.

d. Strictly prohibited to pass any stickers on the public property and hostel furniture.

(Only for Bukit Mewah Campus Hostel)

e. Use of room telephone should be short and brief; it shall not affecting others who wish to use the phone or are resting.

f. Avoid using the room telephone after 12 midnight in order not to disturb others who are resting.

g. If tables, chairs, sofa, coffee table, TV sets and other public property in the lounge are missing or damage, if no one is admitted and willing to take the responsibility, all the hostel students on the particular floor will be collectively asked to bear the cost of repair or compensation.

h. TV sets, tables, chairs, sofa, newspapers, magazine, etc. are for public use and taking them to the hostel room for one’s own use is considered as theft.

5. Note on visitors

a. Only family members/relatives are allowed to visit the hostel residents.

b. For visit during office hours, visitor must register at the Hostel Warden Office and leave behind personal identification card. A visitor pass will be issued to visitor. For visit after office hours, visitor can register at the Security Office and leave behind personal identification card. The visitor’s personal identification card will be returned upon the returning of visitor pass.

c. Student must accompany his/her visitor into the hostel but only allowed one visitor at a time and must be the same gender.

d. No visitor is allowed between 8.00pm to 9.00am the following day for safety reason.

e. The HMC will disqualify the student to stay in the hostel if the visitors refuse to obey this regulation.

6. Safety

Sitting at the edge of balcony, corridor and windows are prohibited in order to avoid any untoward incidents. Students are fully responsible for any untoward incidents if they fail to adhere to this safety advice.

7. Mutual respect and help

a. Do not make loud noises, sing or shout within the hostel area that will disturb others who are studying or sleeping in the room.

b. Do not strip to the waist or naked, especially outside the room.

c. In case of emergency or sick at night, please ask your roommates to inform the Hostel Warden or night shift assistant in order to seek treatment in hospital.

d. Do inform your roommate(s) if you are not staying in the hostel on particular day. Then, leave the necessary contact details to your roommates that we are able to reach you in case of emergency situation.

8. Security

Students are not allowed to enter the security room that located at G Floor, Block C except there is an official matter need to deal with the security.
9. Random inspection and check out
   a. The staff of Student Affairs Department and hostel warden has the right to carry out random inspections on the hostel room(s) at any time.
   b. Students who are moving out from the hostel must complete the withdrawal procedures in accordance with the specified procedures 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 that specifically provided for the storage purpose.

10. Always be ready to assist others while staying in the hostel. Then, to report any violation of the hostel rules and regulations to Hostel Warden Office in order to ensure the safety of the campus.

11. Students who are caught and committed the following offences will be immediately order to move out from the hostel (those who have the knowledge but do not report the case to the hostel warden will also be penalised with 5 penalty points):
   a. Committed act of arson or causing fire due to personal negligence in the hostel;
   b. Intentionally triggered the alarm system when there is no emergency situation.
   c. Unauthorised use or vandalise the safety devices/equipment; or emergency exit doors;
   d. Inflicting bodily harm on others;
   e. Brining an opposite sex or non-hostel person (including UC students and parents) into hostel area;
   f. Entering into the opposite sex hostel without approval;
   g. Allowing opposite sex or non-hostel person (including UC students and parents) to stay in the hostel;
   h. Making fake copies of the hostel pass for use by anyone including UC students as well;
   i. Unauthorised of hostel key duplication;
   j. Stealing common property or others’ personal belongings;
   k. Entering into own or other’s hostel room through the balcony;
   l. Throwing rubbish or any item from the balcony, window and etc;
   m. Unauthorised of entering into the empty room;
   n. Unauthorised of entering into the roof top;
   o. Bringing flammable items and illegal goods into the hostel;
   p. The Hostel Management Committee has the right to determine any other offence or incident as a serious offence that not specified in this rule but has great impact on the public order of the hostel.

12. Students who are caught and committed the following offences will be penalized with 5 penalty points (those who have the knowledge but do not report the case to the hostel warden will also be penalised with 3 penalty points):
   a. Smoking, gambling, consumes alcoholic drinks or fight in the hostel;
   b. Vandalise or damage the hostel property and facilities such as common property, flooring, wall, etc., that can be compensated;
   c. Bringing in the prohibited electrical appliances into the hostel and the appliances will be confiscated;
   d. Keeping a pet or plant in the hostel;
   e. Lending the hostel pass for use by others;
   f. Move out from the hostel without completing the withdraw procedures or exchange room with others or sleep at other’s room;
   g. Students who are refuse to listen to the advice or refuse to cooperate, resisting hostel pass checking by security guards, refusing to give name to be recorded
by security guards or using provocative language, physical confrontation or cheating or other actions deemed to obstruct the execution of official duties by the hostel wardens, security guards or staff from General Affairs Department.

13. Students who are caught and committed the following offences will be penalized with 3 penalty points (those who have the knowledge but do not report the case to the hostel warden will also be penalised with 1 penalty point):
   a. Selling of 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 staircase, lift lobby, corridor and etc.;
   d. Disrupting the public order of the hostel;
   e. Refuse to comply with the hostel administrative procedures.

14. Students who are caught and committed the following offences will be penalized with 2 penalty points:
   a. Not participating in the cleaning work arranged by room or floor leader; despite first warning and upon checking by room or floor leader, found still not carrying out the work in the second time.
   b. Fail to maintain the cleanliness of the room, and still not cleaning up the room even after being advised by the hostel warden.
   c. Vandalise or damage the hostel bulletin board and poster.

15. Others
   a. For any other incident and action breaching the public order and safety of the hostel that not specified in the provisions above, the penalty will be decided by Hostel Management Committee.
   b. The hostel main entrance will be locked at 12 midnight and students are strictly not allowed to leave the hostel. However, for students who are leaving the hostel or late in returning to hostel (after 12 midnight), the guard will record the students’ names. Then, each student will be penalized with 1 penalty point and the parents will be informed accordingly. For any student who wishes to return late to the hostel due to any specific reasons, please apply in advance for written approval at the Hostel Warden Office.
   c. For students who instigate others to breach any hostel rules, both parties will be penalised with the same penalty point.
   d. For students who are repeating the above offences, it will be dealt with double penalty point on each time.

16. Methods of penalty
   a. Students who have accumulated up to 10 penalty points will be ordered immediately to withdraw from the hostel.
   b. Students are allowed to perform work services as substitute for penalty points in accordance with the following:
      i. Objective: to provide a chance for students to make up for their mistakes. Hopefully 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 for one penalty point, duration of the work services is based on the total of the penalty points. After completion of the work services, the Hostel Warden will acknowledge and sign on the application form.
      iv. Scope of work services: cleaning up all public areas in the hostel such as staircase, laundry room and the surrounding areas and etc., or discuss
with the warden for performing community services in or outside the NEUC.

v. This provision is not applicable to the following:
- Students who have accumulated up to 8 penalty points.
- Students who has been ordered to withdraw from the hostel.
- For repeating the same offence and the earlier penalty points had been substituted with work services, then the penalty point 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 and then submit to NEUC Management Meeting for implementation purpose. The same shall apply to any amendment to the regulations.

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

1. These regulations are set out for managing 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, assisted by the Students’ Hostel Association. (10th floor is managed by General Affairs Department).
3. All notices and promotional materials to be displayed must bear the rubber stamp of the Hostel Warden Office.
4. All notices and promotional materials should not larger than A4 size.
5. Strictly prohibited to display any notices or promotional materials on the walls, fire doors, emergency staircase, lifts, windows, grilles, room doors and lounge.
6. Strictly prohibited to use double-sided tape to display of notices or promotional materials.
7. General notices and promotional materials can be displayed for two weeks. For any specific notices and promotional materials need to be displayed longer than that, please apply for approval at Hostel Warden Office.
8. The Hostel Warden Office has the right to take remove any notices, 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.

In the event of an emergency in the hostel, the following staff can be contacted:

<table>
<thead>
<tr>
<th>In Campus Hostel</th>
<th>Hostel Extension</th>
<th>Mobile number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Male hostel</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr Tung Wei Keong</td>
<td>6311</td>
<td>012-2956048</td>
</tr>
<tr>
<td>Mr Chen Chin Yong</td>
<td>6311</td>
<td>016-5915685</td>
</tr>
<tr>
<td><strong>Female hostel</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ms Hoh Xiao Jun</td>
<td>6617</td>
<td>016-9538543</td>
</tr>
<tr>
<td><strong>Sentral Hostel (TKS)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr Tam Zi Hui</td>
<td>6311</td>
<td>014-6660449</td>
</tr>
</tbody>
</table>
Healthcare room
Students who are not feeling well or need some assistance may come over to the Healthcare Room inside the Student Affairs Department.

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 27 societies and clubs in the UC as shown below:

<table>
<thead>
<tr>
<th>Academic Societies</th>
<th>Business, Art &amp; Design, Media Studies, Drama &amp; Visuals, Chinese Language &amp; Literature, Guidance &amp; Counseling Psychology, Education Studies, DISCS, FCC Studies and English Language Society</th>
</tr>
</thead>
<tbody>
<tr>
<td>Musical/Arts Societies:</td>
<td>I-Do Music, LnG Dance and 24 Festive Drums</td>
</tr>
<tr>
<td>Sports Club:</td>
<td>Basketball, Volleyball, Badminton, Taekwondo and Table Tennis</td>
</tr>
</tbody>
</table>

3.2 Student activities and procedures on booking venue and borrowing equipment

<table>
<thead>
<tr>
<th>Activities</th>
<th>Required documents</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Routine meeting, committee meeting and training</td>
<td>Classroom Usage Application Form</td>
<td>--</td>
</tr>
<tr>
<td>Annual General Meeting (AGM)</td>
<td>Classroom Usage Application Form and AGM agenda</td>
<td>Submit name list of latest elected committee members within 2 weeks after the election.</td>
</tr>
<tr>
<td>Talk or seminar</td>
<td>Classroom Usage Application Form, topic of the talk or seminar and profile of the speaker</td>
<td>If there is a refreshment/meals served and others, please submit Financial Report.</td>
</tr>
<tr>
<td>Election</td>
<td>Classroom Usage Application Form (including date, time &amp; venue)</td>
<td>Include election’s rules &amp; regulations of the club or society.</td>
</tr>
</tbody>
</table>
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 Insurance

1) The UC will insure every student with the Smart Student Care personal accident 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 less than RM300.00, the attending doctor must write down the diagnosis/nature of 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 more than RM300.00, the attending doctor must complete part F (Medical Certificate) 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 photocopies of the documents that submitted to insurance company.

5) For more information on the Smart Student Care personal accident insurance, please enquire at the Student Affairs Department or log into goo.gl/EPHZa.

4.3 Application for Car Sticker

1) Procedure for applying car sticker

1.1) The fee for car sticker is RM11.00 each and valid for a year. Car sticker must affix on the car windshield for identification purpose.

1.2) Each student is entitled to apply for one car sticker only. However, if there is any change on car registration number or sticker has damaged, please apply for replacement and present old sticker while collecting the new copy. The replacement fee of RM11.00 will be charged accordingly.

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 car sticker and should be parked at the designated parking lots.

2.3 There are 3 types of Car Stickers:

a. Car Sticker for students - Students are required to apply from the Student Affairs Department and renew every year.

b. 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 car 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 25 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 RM 30.00.

c) The NEUC is not responsible for any damage cause by the clamping work.

d) The NEUC has the right to cancel any car 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.

1. The Career Services platform is designed assist students and graduates to obtain information on job and internship opportunities.
2. All employment and internship opportunities are furnished by external organisations to UC prior to its publicly in this platform.
3. Students and graduates who are interested with any of the postings can keep in touch with the organisations directly for more information. The UC is not involved in any of the job or internship arrangement.

4.5 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) to the charity organisation.
3. The SA will publish the item(s) that will be forwarded to charity organisation one month before doing so.

4.6 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.
Chapter 5  Tan Lark Sye Library

The NEUC Library is located on the ground floor 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 and magazines section. Level Two consists of reading section, newspaper section, Fang Xiu Collection section, Yong Ching Fatt Collection section, Lee Yip Lim Collection section, Resource Centre for Nanyang University, computer area and 4 discussion rooms. Level Three consists of the leisure reading section, Lee Kim Chong Historical Collection of Malaysian Chinese Literature, Chinese books section and the library office. The library has about 450 seats for reading, library also 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 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 The library has the right to bar 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 library users can have free access to these books. After reading, books will be sorted out and put back to the shelves by the library staff.
   2.2 Library users must take good care of the books, magazines, newspapers and other facilities in the library and should not smear or damage them or bring them out of the library. For any violations, it will be severely dealt with.
   2.3 All library users must dress appropriately. Individuals wearing slippers, shorts and singlet are not permitted to enter the library.
   2.4 Library 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 the books for borrowing by presenting their ID cards.
   3.2 Staff and students can borrow books subject to the maximum numbers and durations as follows:
      1. Full-time lecturers: up to 40 books for 4 months.
      2. Part-time lecturers: up to 20 books for 4 months.
      3. Administrative staff: up to 10 books for 1 month.
      4. Students: up to 10 books for two weeks.
      5. Students (Master/Degree): up to 10 books for 1 month.
      6. Public members: up to 4 books for 1 month; Honorary members: up to 5 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 online renewal.

5. Overdue books
   5.1 Library users who have borrowed up to the maximum number of books or
   have overdue books are not allowed to borrow any other books.
   5.2 A fine of RM0.20 per day per book will be imposed on overdue books. 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 below.

6. Compensation
   6.1 Books borrowed should not be lost, scribbled with marks or notes or
   pages folded or damaged in any way. If books are lost or damaged, the
   borrower will be responsible to compensate the said books.
   6.2 Compensation shall be paid as follows:
      1. If the lost book can be purchased again, the library will help to
         purchase the book and the borrower will pay the book price and an
         administration fee of RM5.00.
      2. If the lost book is out of print and cannot be purchased in the
         country, the borrower shall:
         a) pay RM150.00 if the book price is below RM50.00.
         b) pay three times of the price of the book if the book 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 books 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 on outsiders visiting the library
   8.1 Outsiders who would like to do reference and research may enter the
   library within the opening hours.
   8.2 Outsiders who wish to enter the library shall submit their identity cards at
   the library service counter and fill in their personal details. Those without
   their identity cards shall be barred from entering the library.
   8.3 For group visits, prior arrangements 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 Outsiders shall observe all the library regulations or else the library
   reserves the right to bar them from enter into the library.
9. Opening hours
   Opening hours for the library are as follows:
   - Monday to Friday : 0830 to 2100
   - Saturday : 0830 to 1230
   (Closed on Sunday and public holidays; Opening hours during semester holidays to be announced then).

10. Amendments
   10.1 These regulations and any subsequent amendments shall be approved by the UC Management Committee Meeting before announced for implementation.

Other

Self-service Locker
1.1 Self-service Locker is provided for students/visitors to keep their belongings. The UC is not responsible for any items stored inside the lockers. Please safeguard your own personal valuable items.
1.2 Strictly prohibited to store any perishable items, flammable corrosives and other dangerous items.
1.3 If users either with/without intention has caused damage to the lockers or items in the lockers, the users are liable to compensate to the company that operating this self-service locker.
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 those include individual counselling, group counselling, psychological assessment and test, mental health and educational activities, peers counsellor training, all of which are free of charge for students and staff. Counselling Centre has a cozy and friendly atmosphere and consists of an office, two individual counselling rooms and a 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 become a better choice maker in their life. The main functions of Counselling Centre 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 holistic 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 the “Current students” portal and then click on “Apply for counselling” button 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 can get 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 lives and careers of the individuals. 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, 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 UC life, self-exploration, interpersonal communication, boys and girls relationship, study skills, time management, career planning, stress management, mental health 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 campus. 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 continuously growing up.

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, please let us help you.
2) When you are depress or in helpless / hopeless state, please let us help you.
3) When you encounter trauma or loss of 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 decide to seek help, how can I make appointment?
1) You may walk into the Counselling Centre to fill up “Individual Counselling Application Form” or call up during office time (ext. 6211 / 6212), or go to ‘http:www.newera.edu.my’, then click on ‘Current Students’, followed by ‘Apply for counselling’.
2) Then, the counsellor will arrange 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 keep confidential?
1) Normally, counselling session is to be 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 limitations.
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 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 in the campus?
You should inform 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
2nd floor, C Block
Tel: 03-87392770 ext: 6211 / 6212 / 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 7 computer rooms and 1 classroom. Computer rooms are equipped with total of 250 computers. Every computer room is used for different purposes, this including teaching and practical and computer labs as well. We provide Intel Core 5 computers with broadband internet access service through wired network. 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:

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Friday</td>
<td>8:30 a.m. – 5:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>8:30 a.m. – 12:30 p.m.</td>
</tr>
<tr>
<td>Semester holidays</td>
<td>As per above mentioned times</td>
</tr>
<tr>
<td>Public holidays</td>
<td>Closed</td>
</tr>
</tbody>
</table>

1.2 Computer Rooms and Classrooms

<table>
<thead>
<tr>
<th>Room</th>
<th>Description</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>B101</td>
<td>Computer Room</td>
<td>For Computing Lecture</td>
</tr>
<tr>
<td>B102</td>
<td>Mac Lab</td>
<td>For Art &amp; Design Department</td>
</tr>
<tr>
<td>B103</td>
<td>Network Lab</td>
<td>For Computer Science &amp; IT courses</td>
</tr>
<tr>
<td>B104a</td>
<td>Computer Room</td>
<td>For Computing Lecture</td>
</tr>
<tr>
<td>B104b</td>
<td>Classroom</td>
<td>For General lecture</td>
</tr>
<tr>
<td>B105a</td>
<td>Computer Room</td>
<td>For Computing Lecture</td>
</tr>
<tr>
<td>B105b</td>
<td>Computer Room</td>
<td>For Computing Lecture</td>
</tr>
<tr>
<td>B106</td>
<td>Computer Room</td>
<td>For Computing Lecture</td>
</tr>
</tbody>
</table>

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 your name and student ID. Then, informing the staff which computer room that you would like to use. If the booked computer room has been used, please book another computer room.

1.5 Usage of the Computer Rooms

1.1. Users must comply with the Rules & Regulations on Use of Computer Rooms.
   i. No food or drinks are permitted in the computer rooms. Do not dine in the computer rooms.
   ii. Loud noises, surfing pornographic materials and gambling on websites are prohibited.
   iii. Strictly no online music, movies and games.
   iv. Installation of any unauthorized software; or save any files into the computer hard disk are prohibited.
   v. If there is problem with the computers, the staff of the Computer Centre must be informed immediately. Students are not permitted to
vi. repair or move the computers on their own.

vii. Students are only allowed to enter the computer rooms 15 minutes prior to the commencement of the class.

viii. Do not sit on the computer chair if you are not using the computer. After finish using the computers, switch off the power supply to the computers, AVR, lighting and air-conditioner.

xii. Please arrange back the table/chair and the computer equipment in order before leaving the computer room.

xiii. Unless it is attending a computing class, or else please apply at the Computer Centre with your student ID before using the computer. Once finish using the computer, the student ID will be returned accordingly.

xiv. Students who have violated the rules and regulations and committed theft cases will be dealt with severely or permanently barred from using all the computer equipment in the Computer Centre.

xv. Students who found infringing the copy rights of any software will be dealt with according to the legal provision.

xvi. Staffs of the Computer Centre have the authority to prevent anyone from copying or amending the programmes in the computers.

xvii. Students need to log into the computer system at Computer Centre must create an account before they can sue the software and computer peripherals in the computer rooms. Username and password is “labuser”

xviii. 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 peripherals devices.

xx. 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 market price.

xxi. In the event of any breakdown of computer equipment, students must not attempt to repair but immediately inform the staff at Computer Centre.

2. NEUC E-notice

2.1. E-notice (http://www.newera.edu.my/forum/) is a digital channel to publish 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 publish 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 for processing 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 notice board except only for certain information.
3. **Online Subject Selection, Result Enquiry and Course Evaluation**

3.1. Students can log into Student Online CMS Portal (cmsserver.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. 830202015533)

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: zhenmeili1234 (name + last 4 digits of IC number).
   Password: 991210211234 12 digits of the IC number.

4.3. Others set up with different names are as follows:

<table>
<thead>
<tr>
<th>Name as per IC</th>
<th>e-Account</th>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Radha A/P Subramanian</td>
<td>radha1234</td>
<td>• Name + last 4 digits of IC number</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Ignored A/P, A/L, or surname</td>
</tr>
<tr>
<td>Roslinda Binti Mat Isa</td>
<td>rosling1234</td>
<td>• Name + last 4 digits of IC number</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Ignored Bin, Binti or surname</td>
</tr>
<tr>
<td>Alice Zhen Mei Li</td>
<td>alicezhen1234</td>
<td>• English name + surname + last 4 digits of IC number</td>
</tr>
<tr>
<td>Zhen Mei Li @ Hao Mei Li</td>
<td>zhenmeili1234</td>
<td>• First name + surname + last 4 digits of IC number</td>
</tr>
<tr>
<td>Zhen Mei Li Alice Zhen Mei Li, Alice</td>
<td>zhenmeili1234</td>
<td>• Name + last 4 digits of IC number</td>
</tr>
<tr>
<td>Zh’en Mei-Li</td>
<td>zhenmeili1234</td>
<td>• 省略所有符号</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Name + last 4 digits of IC number</td>
</tr>
</tbody>
</table>

4.4. The e-Account can be used to log into the followings:
   4.4.1 E-Learning Portal (ELP)
   4.4.2 Wi-Fi service
   4.4.3 Student email
   4.4.4 FPX 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 learn through the Moodle e-learning platform. (http://elp.newera.edu.my/)

5.2. Please refer to ELP main page for the user manual.

5.3. Student may use e-Account to log into the Moodle e-Learning platform.
6. **Wireless Hotspot (NEUC Hotspot)**
   6.1 Wireless coverage including:
      1. Library
      2. Block B (Ground floor until 5th floor)
      3. Block C Ng Ah Choo Multipurpose Hall
      4. Block C Rainbow Cafe, Canteen and Black Box Theater
      5. Block C Level 1 (Art & Design Department)
      6. Block C Level 2
   6.2 After connected to the wireless network, click on the “Student” and login through the e-Account’s username and password.
   6.3 If warning message appear, kindly click on *I understand the Risks* → *Add Exception* → *Confirm Security Exception*

7. **Student Email Account**
   7.1 Student email account, log into [https://mail.google.com](https://mail.google.com)
   7.2 Student may use e-Account to log into the account.
   7.3 Student email’s format as: (e-Account)e.newera.edu.my

8. **Online Payment via FPX**
   8.1 Student can pay tuition fees online via FPX system.
   8.2 Student need to use e-Account to log into the FPX system.
   8.3 For more details, please refer to the website under NEUC Student portal.

9. **One Card Solution (OCS)**
   9.1 Student can log into pay 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 For more details, please refer to the website under NEUC Student portal.

10. **Microsoft Office 365**
    10.1 Student can download the Microsoft Office 365 original version at [https://aka.ms/office-install](https://aka.ms/office-install)
    10.2 Student may use e-Account to log into the account.
    10.3 Student email’s format as: (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. The Computer Centre does not provide the accessories for internet connection in the hostel. Students need to bring their own network cable. Automatic IP Configuration can be accessed through online settings:
   i. Step 1: Start Control Panel in the search box, type Network and Sharing, and click on Network and Sharing Centre.
   ii. Step 2: Click on Change adapter settings on the left panel.
   iii. Step 3: Right click on the Local Area Connection, and click Properties.
   v. Click Obtain an IP address automatically and Obtain DNS server address automatically.
11.5. After connect to the network, open your browser (e.g. IE, Firefox), login to system.
Chapter 8  General Affairs Department

General Affairs Department is providing and supporting logistic services to all the academic/administrative departments and on 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 University College (UC).

1. Borrowing Equipment
   1.1. Borrower needs to fill in the Equipment Borrowing Application Form and complete with the necessary details.
   1.2. The borrower must submit an application to the General Affairs Department seven days before the date of usage. Collect the acknowledgement slip from the shelf at the General Affairs Department two working days after the submission of application.
   1.3. The equipment must be returned 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 reject any application for borrowing any equipment without giving any reason.
   1.6. During the semester, priority will be given to the UC for teaching purposes.
   1.7. Forms that are incomplete will not be processed.
   1.8. Procedures for borrowing the equipment:

   Download the form from General Affairs web portal<Equipment Borrowing>
   ↓
   Complete the form with the approval by relevant department
   ↓
   Submit the form at shelf in General Affairs Department
   ↓
   Collect the acknowledgment slip from the shelf at the General Affairs Department two working days after the submission
   ↓
   Collect the equipment on the day of usage or one day in advance by producing the acknowledgement slip
   ↓
   Check the equipment and read the user manual
   ↓
   Return the equipment after used
2. **Venue Booking**

2.1. The borrower must submit the application form to the General Affairs Department seven (7) days before the date of usage. Collect the acknowledgement slip from the shelf at the General Affairs Department two working days after the submission.

2.2. The General Affairs Department has the right to reject 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. Check whether the room has been opened 15 minutes before the usage time. If locked, please inform General Affairs Department 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 UC 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. For safety purpose, if the classroom is used at night, please avoid going alone but in a group.
   x. Whenever encounter any issue on operating the equipment in the classroom, please report to the General Affairs Department.
   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. **Procedure for venue application:**

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Log into the UC intranet and check the available time for using specific venue</td>
<td>Download the form from General Affairs web portal&lt;Classroom Rental&gt;</td>
</tr>
<tr>
<td>Download the form from General Affairs web portal&lt;Classroom Rental&gt;</td>
<td>Submit the form to Student Affairs Department for approval</td>
</tr>
<tr>
<td>Submit the form to Student Affairs Department for approval</td>
<td>Complete the form by placing at General Affairs Department form shelf</td>
</tr>
<tr>
<td>Complete the form by placing at General Affairs Department form shelf</td>
<td>Collect the acknowledgement slip from the General Affairs Department at the shelf</td>
</tr>
<tr>
<td>Collect the acknowledgement slip from the General Affairs Department at the shelf</td>
<td>within two working days after submitted the application</td>
</tr>
</tbody>
</table>
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 notice board 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 website under NEUC Student portal.

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.
Chapter 9  Institute of International Education

The Institute of International Education was established on 1st April 2019 after combining previous departments of International Student Affairs and International Relations Office. The purpose is to focus and synergize all the resources in dealing with external parties for development purposes.

This Institute is directly under the Vice-Chancellor’s Office. It is part of the academic with administrative role headed by a Director.

There are three sub sections in the Institute. They are academic teaching & research centre, international students’ recruitment & management office and international relations.

The academic teaching & research centre is responsible for online academic programme, training and development for the teaching staff, arranging external professional teaching staff, establishing academic institution collaboration and programmes, international conference, research and publication besides overseas teaching staff engagement.

International students’ recruitment and management office is responsible for the international student recruitment and processing the application of international students to study in NEUC including facilitating the student visa and other relevant applications. Also to manage all affairs that related to international students’ studying in Malaysia such as students’ living, learning, academic results and activities. Besides that to plan for the international cultural events, cultural study and assisting international students to quickly adapt to the local’s life, culture, learning and social activities. International Relations is responsible for all international visits, learning, exchange programme, short overseas teaching staff’s training and others.
Chapter 10  Student Union

Overview on Student Union

New Era University College (NEUC) Student Union was established on 2 June 1988. Student Union is constituted by all students registered with NEUC and is also known as the student government. 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 UC and strives to develop the UC in partnership with the UC administrative and academic staff. All societies registered with the Student Union are student societies.

1. Objectives

   1.1. To represent members in working together with the administrative and academic staff of the UC to develop the UC, 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

![Organizational Structure Diagram]
Chapter 11  Life in University College

1. Non-smoking campus
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 sustainability campaign that protecting our environment and health, the UC has decided to totally ban the usage of any form of food containers that made out of polystyrene and straw in the campus. Students are encouraged to use less plastic bags 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 the rescuers who have been trained in CPR (Cardiopulmonary Resuscitation) to use the AED to attend to those experiencing sudden cardiac arrest in the campus.

4. Sport facilities
a) Basketball court
b) Multipurpose court
c) Outdoor gym equipment (12 sets)
d) Badminton court (Holy Family Church)

5. Automated Teller Machine (ATM)
There is an ATM located at the Rainbow Cafe for the convenient of students/visitors to withdraw money or perform any online banking transactions.

6. Canteen
The NEUC canteen caters to the needs of students and staff. It is open for business from 7am to 7pm every day except weekend and public holidays. Besides cash term, the canteen also accepting BOOST e-wallet for payment as well.

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

7. Information on transportation
7.1 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 walks for about five minutes to reach the NEUC.
b. Take the MRT to Kajang Station. From the MRT Kajang Station, turn left and walks for about five minutes to reach the NEUC.
7.2 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 1
Take the KTM Commuter train from Kajang to Seremban Station and walk for about 10 minutes to reach Bus Terminal 1.

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.

5.3 Going to Kuala Lumpur International Airport KLIA/KLIA 2

a) 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.
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 up 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 physical injuries. Try to observe and remember the robber’s face, clothes, voice, age etc.

2.2 If you suffer 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 obtained from the Student Affairs Department.

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. No supporting documents are needed. *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 office of Jabatan Pengangkutan Jalan (JPJ) and requires a copy of police report, identity card / copy of identity card / passport and personal photographs.  
* Please refer to the official website of JPJ at www.jpj.gov.my
4. Emergency contact numbers

<table>
<thead>
<tr>
<th>NEUC Campus</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Security Post (C Block)</td>
<td>ext. 6004</td>
</tr>
<tr>
<td>2. Sigma Elevator (lifts in NEUC)</td>
<td>03-8051 3634 / 019-336 9980</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>External agencies</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Emergency Helpline</td>
<td>999 / 112 (mobile)</td>
</tr>
<tr>
<td>2. Kajang Police Station</td>
<td>03-8911 4222</td>
</tr>
<tr>
<td>3. Kajang Fire Station</td>
<td>03-8736 4444</td>
</tr>
<tr>
<td>4. Kajang Hospital</td>
<td>03-8736 5959</td>
</tr>
<tr>
<td>5. Serdang Hospital</td>
<td>03-8947 5555</td>
</tr>
<tr>
<td>6. Tenaga Nasional Berhad</td>
<td>15454 (TNB Careline)</td>
</tr>
</tbody>
</table>

End.
Chapter 13  Campus Map

New Era University College – Campus Map

Block B (Academic Block)

- B500 Auditorium
- English Dept.
- Dept. of Media Studies
- Dept. of Business Studies
- Dept. of Finance & Accounting
- Dept. of Computer Science & Information Technology
- Lecturers Room
- Public Relations Office
- Institute of International Education
- Dong Jiao Zong Higher Learning Center
- B309 Hall
- Classrooms
- Press Centre
- Broadcasting Studio
- Classrooms
- Computer Centre
- Computer Lab & Classroom
- Reception Area
- Vice-Chancellor’s Office
- Registrar’s Office
- Finance Dept.
- General Affairs Dept.
- HR Dept.
- Student Enrolment Dept.

Block C

- 10 Floor: Staff & Guest Rooms
- 5-9: student hostel (female)
- 3-4: student hostel (male)
- Graduate School
- Dept. of Chinese Language & Literature
- Dept. of Drama & Visuals
- Dept. of Education
- Dept. of Guidance & Counseling Psychology
- Counseling Centre
- Centre for Culture Promotion
- Student Union Room (Activity Room)
- Surau
- Dept. of Art & Design
- White Room Gallery
- Classrooms
- Ng Ah Choo Multipurpose Hall
- Student Affairs Dept.
  - Hostel Warden Office
  - Healthcare Room
- Video Editing Room
- PR Activity Room
- Security Post
- Cafeteria
- Black Box Theater
- ATM Machine
- Photocopy Center (New Express)
- Dong Zong Bookshop
- Dong Zong Publishing House

Block A (Dong Zong Administration Block)

- Government Relations Office
- Ceramics Studio
- Furniture Workshop

L1
- Tan Lark Sye Library
- Tan Lark Sye Institute

L2
Chapter 14  Student Activities

2018 CNY Performances at IOI City Mall

Promotion for ‘3 children’ theatre performance

2017 Kajang Car Free Day

2019 Charity Walk - Blind Leading the Blind

2018 New Era Food Carnival

2018 New Era Charity Run