



STUDENT HANDBOOK

2026 / 2027

INTRODUCTION

A safe, supportive, and orderly learning environment is essential for everyone. We encourage positive behaviour through teaching, guidance, and by creating opportunities for learning and growth.

We provide students with the chance to practice making responsible and effective choices, helping them reach their academic potential and contribute positively to the community.

VISION AND MISSION STATEMENT OF NILAI UNIVERSITY

Nilai University is built upon the philosophy that a holistic education is necessary to facilitate an individual's all-round development, which encompasses academic learning, character building and social development.

“Enrichment for Life” summarises the commitment to the overall development of its students. Nilai University aims for all students to achieve academic, personal and social growth to their maximum potential.

Our Vision:

- To be an international centre of education excellence, dedicated to providing our students learning experiences that will enrich them for life.

Our Missions:

- To provide quality education and internationally recognised programmes;
- To offer a full-fledged world-class campus complete with residential and recreational facilities; and:-
- To produce employable all-rounded graduates who are professionally competent, and socially confident.

Our core values:

- The University is governed by a belief in equal opportunities and high quality education;-
- The University holds integrity in high regard and places its students as a priority; and:-
- It views its students as future leaders of the community and strives to provide an education that is affordable and value for money for its students.

THE COAT OF ARMS OF NILAI UNIVERSITY



Signs, Symbols, Colour Meaning and Interpretation

Book : Man's intelligence, communication and knowledge.

Pillars :

The Six Pillars of Character - Trustworthiness - Respect - Responsibility - Fairness - Caring -
Citizenship

Nine Yellow Stalks Of Paddy :

The stalks signifies the nine states under the old Negeri Sembilan: Jelai, Jelebu, Johol,
Kelang, Nanning, Rembau, Segamat, Pasir Besar and Sungei Ujong.

Nine-Pointed Star : The nine (original) states of Negeri Sembilan united as one.

GRADUATE ATTRIBUTES

Our programmes are designed to develop both professional skills and personal values. We aim to shape individuals of integrity and character.

Attribute	Definition
Knowledgeable	Be a field specialist and an autonomous learner
	Be able to apply the knowledge gained into the real world
Capacity for Lifelong learning	Practise intellectual curiosity, creativity and critical thinking
	Be a reflective and self-directed learner
	Learn and motivate others to seek new knowledge continuously
Teamwork and Leadership skills	Operate in a range of roles within teams
	Work collaboratively and network effectively to solve problems
	Initiate and implement constructive change in social and professional realms
	Possess leadership and decision-making skills
Communication Skills	Communicate creatively, effectively and appropriately in a variety of situations and environments
	Be a universal and effective communicator
Global Perspective	Respect and value social and cultural diversity
	Be able to function in a multicultural and global context
Ethics and Social Responsibility	Be aware of the social and ethical implications of their actions.
	Be a socially responsible citizen
	Recognise social justice issues relevant to the discipline and professional area.

Suggested revision for the table:

Attribute	Definition
Knowledgeable	Be a field specialist and an autonomous learner; who is able to apply knowledge in real-world contexts.
Capacity for Lifelong Learning	Practice intellectual curiosity, creativity, and critical thinking and be a reflective, self-directed learner who; motivate others to seek knowledge.
Teamwork and Leadership	Operate in various team roles; to collaborate and network to solve problems; for constructive change and demonstrate effective leadership and decision-making.
Communication Skills	Communicate creatively, effectively, and appropriately in diverse situations; to be a universal communicator.
Global Perspective	Respect and value social and cultural diversity and function effectively in multicultural and global contexts.
Ethics and Social Responsibility	Understand the social and ethical implications of actions and be a socially responsible citizen; who is able to recognise relevant social justice issues.

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INTRODUCTION

This Student Handbook is designed to:

- Give you an overview of Nilai University;
- Assist you with your academic programmes; and
- Outline key policies, procedures, rules, regulations and facilities.

This handbook is a guide. We welcome your questions, ideas, and concerns. We also value your suggestions for improving future editions. Please email us at studentcare@nilai.edu.my.

As a student, you agree to:

- Read, understand and comply with all rules in this handbook.
- Act responsibly and in orderly manner, avoiding disruptions to the academic environment.
- Use University facilities responsibly and not cause damage.
- Attend all classes punctually and complete the required work assigned by your lecturer.
- Maintain regular contact with your Department/Faculty and seek advice when needed.
- Adhere to all University and lecturer's deadlines.
- Respond promptly to reasonable staff requests.
- Make full use of available resources and support services.

The University reserves the right to amend this Handbook in line with policy and government regulations.

This Handbook contains extracts of the University policy, procedure, and guidelines deemed to be relevant to students. However, reference to the full policy is advised for comprehensive clarity.

ABOUT NILAI UNIVERSITY

Established in 1998, Nilai University is one of Malaysia's largest private education providers and home to students from countries worldwide. The institution is ranked in the 2025 QS World University Rankings: Asia. The university also have a 5-Stars ratings in 6 categories awarded by QS University Ratings.

Built on a 105-acre site in Putra Nilai, a modern township strategically located 20-minutes from the Kuala Lumpur International Airport and 40-minutes from Malaysia's capital, Kuala Lumpur, Nilai University is by far the most picturesque university in the country. The campus is equipped with teaching and learning facilities, fully furnished on-campus accommodation and a wide range of sporting and recreational facilities.

The University offers foundation programmes in business and science as well as undergraduate programmes in the area of Accounting, Aircraft Engineering, Biotechnology, Business, Computing, Hospitality & Tourism and Nursing. There are also post-graduate level programmes in the area of Applied Sciences, Business Administration, Computing, Education and Management.

The University also offers Intensive English Programme to prepare students to achieve the required English proficiency for their programme.

All curriculum are based on the Programme Standards set by the Malaysian Qualifications Agency and crafted based on a Blueprint For Success (BFS) model which emphasises strong core modules that provide students with strong knowledge and skill foundation. This is further enhanced by courses that nurture critical thinking and promote self-development. Students will be prepared to enter and excel in the real world to make an impact by being constructive citizens in society.

Nilai University programmes are recognised by renown International Professional Bodies. Graduates can obtain additional certificates from our professional partners as well as benefit from exemptions for professional examinations. Please log in to our website www.nilai.edu.my for detailed information.

The University is built upon the *Enrichment For Life* philosophy that a holistic education is necessary to facilitate an individual's all-round development. Nilai University aims for all students to achieve academic, personal and social growth to their maximum potential.

PROGRAMMES OFFERED

1. CENTRE FOR FOUNDATION STUDIES

1.1 DEPARTMENT OF FOUNDATION STUDIES

1.1.1 Foundation in Business

1.1.2 Foundation in Science

1.2 DEPARTMENT OF ENGLISH LANGUAGE

1.2.1 Intensive English Programme

UNDERGRADUATE

2. FACULTY OF BUSINESS

2.1 DEPARTMENT OF ACCOUNTING & FINANCE

2.1.1 Diploma in Accounting

2.1.2 Bachelor of Arts (Honours) in Accounting and Finance

2.1.3 Bachelor of Business Administration (Honours) in Finance

2.1.4 Bachelor of Finance (Honours) (Financial Technology)

2.2 DEPARTMENT OF MANAGEMENT & MARKETING

2.2.1 Diploma in Business Administration

2.2.2 Bachelor of Business Administration (Honours)

2.2.3 Bachelor of Business Administration (Honours) in Human Resource Management

2.2.4 Bachelor of Business Administration (Honours) in International Business

2.2.5 Bachelor of Business Administration (Honours) in Management

2.2.6 Bachelor of Business Administration (Honours) in Marketing

2.2.7 Bachelor of Business Administration (Honours) in Digital Marketing

2.2.8 Bachelor of Commerce (Honours) in International Business – Online Distance Learning

2.2.9 Bachelor of Business Administration (Business Analytics) with Honours

2.2.10 Bachelor of Business Administration (Honours) in Global Logistics

3. FACULTY OF HOSPITALITY AND TOURISM MANAGEMENT

3.1 DEPARTMENT OF HOSPITALITY & TOURISM

3.1.1 Diploma in Culinary Arts

3.1.2 Diploma in Hotel Management

3.1.3 Bachelor in Hospitality Management (Honours) with Business Management

3.1.3 Bachelor of Events Management (Honours)

4. FACULTY OF AVIATION ENGINEERING

4.1 DEPARTMENT OF AIRCRAFT MAINTENANCE & FLIGHT SIMULATION

- 4.1.1 Diploma in Aircraft Maintenance Engineering
- 4.1.2 Advanced Diploma in Aircraft Engineering Technology
- 4.1.3 Bachelor of Science (Honours) in Flight Operations

5. FACULTY OF ROBOTICS AND DATA SCIENCES

5.1 DEPARTMENT OF COMPUTING AND DATA SCIENCE

- 5.1.1 Diploma in Information Technology
- 5.1.2 Diploma in Computer Science
- 5.1.3 Bachelor of Computer Science (Honours) (Data Science)
- 5.1.4 Bachelor of Information Technology (Hons)
- 5.1.5 Bachelor in Information Technology (Cybersecurity) (Honours)
- 5.1.6 Bachelor of Information Technology (Hons) (Internet Engineering and Cloud Computing)
- 5.1.7 Bachelor in Software Engineering (Honours)
- 5.1.8 Bachelor of Software Engineering (Honours) (Application Development) – ODL
- 5.1.9 Bachelor in Computer Science (Honours) (Artificial Intelligence)

6. FACULTY OF INTELLIGENT HEALTHCARE TECHNOLOGIES

6.1 DEPARTMENT OF BIOTECHNOLOGY

- 6.1.1 Bachelor of Science (Hons) Biotechnology

6.2 DEPARTMENT OF NURSING

- 6.2.1 Diploma in Nursing
- 6.2.2 Bachelor of Science (Hons) in Nursing
- 6.2.3 Bachelor of Nursing (Hons) – ODL

POSTGRADUATE

7. FACULTY OF BUSINESS

7.1 DEPARTMENT OF BUSINESS GRADUATE STUDIES

- 7.1.1 Master in Business Management
- 7.1.2 Master of Business Administration (Marketing)
- 7.1.3 Master of Business Administration
- 7.1.4 Master of Business Administration (Banking & Finance)
- 7.1.5 Master of Business Administration (Human Resource Management)
- 7.1.6 Master of Business Administration ODL
- 7.1.7 Doctor of Philosophy in Management
- 7.1.8 Doctor of Business Administration

8. FACULTY OF EDUCATION AND HUMANITIES

8.1 DEPARTMENT OF EDUCATION

- 8.1.1 Master of Education
- 8.1.2 Master of Arts in Education
- 8.1.3 Doctor of Philosophy in Education

9. FACULTY OF INTELLIGENT HEALTHCARE TECHNOLOGIES

9.1 DEPARTMENT OF BIOTECHNOLOGY

9.1.1 Master of Applied Sciences

10. FACULTY OF ROBOTICS AND DATA SCIENCES

10.1 DEPARTMENT OF COMPUTING AND DATA SCIENCE

10.1.1 Master of Information Technology (By Research

11. FACULTY OF AVIATION ENGINEERING

11.1 DEPARTMENT OF AIRCRAFT MAINTENANCE & FLIGHT SIMULATION

11.1.1 Master of Engineering Science

THE NILAI UNIVERSITY BLUEPRINT FOR SUCCESS

We are committed to moulding students into mature, academically proficient, and socially confident individuals who are motivated to make meaningful impact on society. This is achieved through a holistic education that combines character-building courses and possible industry internship with academic endeavours.

We encourage you to fully utilise this unique blueprint. Ask your Deans and Heads of Departments how you can best participate in these programmes and activities.

Nilai University
BLUEPRINT FOR SUCCESS

Strong Courses	Character Building	Holistic Development	Industry Internship
 <p>1 CORE</p> <p>2 Capstone/ Summative</p> <p>3 Emphasis on English</p> <p>4 Graduate Preparatory Course</p> <p>5 Enhanced Certification</p> 	 <p>Public Speaking</p> <p>Ethics & Social Responsibility</p> <p>Critical Thinking</p> <p>Hubungan Etnik</p> <p>Outward Bound</p> 	 <p>Sports, Recreation, Clubs & Societies</p>	 <p>OVER 200 INDUSTRY PARTNERS FOR INTERNSHIP</p>

1.0 ADMINISTRATION AND REGISTRATION

1. General

The Office of Admissions and Records (OAR) manages admission and registration. New applications are processed by the Marketing Department, and student ID numbers are issued by OAR.

1.1. Admission

All applicants must submit a completed application form and certified copies of the required supporting documents.

Complete the form fully and write clearly in legible handwriting. Ensure your name, mailing address, and contact numbers are clear and accurate. Enter your name exactly as it appears on your identity card (Malaysians) or passport (international students). This is the name that will appear on your academic certificate and will be used for visa/immigration processing. After admission, keep your personal details up to date.

Admission to any programme is subject to meeting the academic entry requirements and submitting the following:

1.1.1. Two (2) complete sets of certified true copy of the previous academic achievements, certificates and /or transcripts;- and

1.1.2. For Malaysian students

- a)** A certified copies of the Malaysian National Registration Identity Card (NRIC);
- b)** All application forms must be completed with two (2) copies of passport-sized photograph; and
- c)** Application fee of RM100.00.

1.1.3. For International students

- a)** Full set of passport copies including the front and back cover with at least two years validity period (for student pass application purposes);
- b)** Eight (8) copies of passport size photograph: four (4) copies with white background and four (4) copies with blue background.
- c)** No-Objection Certificate (NOC) or Letter of Eligibility (LOE) if the student is from Iran and Sudan respectively
- d)** Admission Letter will only be issued upon meeting all the conditions, including the required admission documents as stipulated by Nilai University.

1.2. Entry Requirements

Applicants are advised to ascertain the exact entry requirements or obtain the University counsellors' assistance prior to applying since the entry requirements for all programmes are different from one to another. Only applicants who meet the minimum programme requirements may be admitted accordingly.

The programme entry requirements are governed by the Malaysian Ministry of Education and/or the relevant Professional Boards and/or authorities (e.g. the Nursing Board, the Board of Engineers, etc). Therefore, applicants are required to meet the programme's entry requirements.

1.3. Letter of Offer

Applicants who satisfy the programme's entry requirements will be issued a Letter of Offer. Fees specified in the Pro-Forma Invoice are to be paid before the registration day. Nilai University reserves the right to increase the fees that are appropriate and payable, and that the fees stated in the pro-forma invoice shall only apply to the time stipulated there in only.

1.4. Letter of Conditional Offer

A Letter of Conditional Offer may be issued to an applicant whose academic results or other certified true copy of the admission documents yet to be received at the point of application or required to fulfil additional academic requirement prior to admission into/commencing the intended programme. In the case where the certified true document is required, the documents must be certified by the authorised and approved authorities. A Letter of Conditional Offer may also be issued under the following circumstances:

- 1.4.1.** International students intending to transfer from another Malaysian Higher Educational Institution; among others, the following documentations must be submitted and verified before being admitted into the programme.
 - a)** Release Letter from the former institution.
 - b)** Attendance Record of the programme studied in the previous institution meets the minimum 80% attendance as required by the Malaysian Immigrations; and
 - c)** Academic Result with a minimum CGPA 2.00 in the previous institution.
- 1.4.2.** Applications that require further verification of document(s) due to inconsistent information.
- 1.4.3.** Applications with forecast results or academic entry requirements that is not listed in the programme entry list approved by the University and/or the Ministry of Education or Professional Bodies governing the programme is not acceptable.

The conditional admission is usually made by Nilai University on the terms and conditions that fulfil the entry requirements. It is the responsibility of the student to fulfil all the requirements, failing which the student will be prohibited from continuing in the programme.

For students who apply using forecast results, a copy of the actual results and certificate (Certified True Copy) must be submitted upon the release of results. Students may be de-registered or disallowed from graduating if the above documents are not submitted.

1.5. English Language Requirements

In addition to the academic requirements, students are also required to meet the English Language requirements. The general objectives for the English requirements at Nilai University are:

- 1.5.1.** to prepare students for the English language demands of tertiary level studies and upon completion of the programme, to leave the institution with an increased proficiency in the language and
- 1.5.2.** to improve communication skills that will enable our graduates to meet the demands of the industry of their choice.
- 1.5.3.** Malaysian Students

The English requirements for programmes offered by Nilai University are as those stipulated by the entry requirements. Students are expected to have this qualification at the point of entry.

1.5.4. International Students

- a)** International students with qualifications from educational systems where English language is the main medium of instruction are exempted from the English language requirement for any academic programme.
- b)** The English language requirement shall be as stated in the programme standards as issued by MQA

1.5.5. Other Qualifications

Students who have the following qualifications would also be automatically exempted from the English language requirement for any academic programme.

Institution/ System Minimum qualification

- General Certificate of Secondary Education (GCSE)/ International General Certificate of Secondary Education (IGCSE) minimum grade C; or

** English requirements are subject to MQA and MOE Programme Standards*

For further information regarding the English language requirement for each programme you may refer to the Nilai University website (www.nilai.edu.my).

1.6. Registration for the Courses

- 1.6.1.** All students are required to register for their courses every semester. Registration is only considered complete upon full payment. Students are required to register online on or before registration day. Kindly refer to the Academic Calendar for the period of registration.
- 1.6.2.** Penalty charges will be imposed on students who register after the stipulated period. After the deadline, a penalty of RM200.00 for registration done within a week after the last date of registration or a penalty of RM400.00 for registration done after one week from the last date of registration will be imposed.
- 1.6.3.** Students who change programmes are required to pay a fee of RM300.00. Credit exemption maybe given to students based on recommendation from the respective Head of Department and supported by valid documents. Students who are unregistered for 2 or more consecutive semesters will be considered as automatically withdrawn from the University without any prior notice and refund.

1.7. Adding/Dropping of Courses

- 1.7.1.** Students who wish to add/drop courses after the registration must online first. The process must be complete within the first two (2) weeks for the long semester and one (1) week for the short semester. No refund of fees will be made for dropping of subjects after the above dates.
- 1.7.2.** For courses or subjects dropped within the Add/Drop period for that particular semester, the tuition fees paid will be credited. The amount credited can be utilised in the subsequent semesters. Any unused amount may be forfeited.

The deadline for students to drop courses or subjects without credit/s will not be later than three (3) weeks prior to the written examination for that course.

1.8. Deferment and Leave of Study

- 1.8.1.** Students who wish to defer their studies or apply for leave are required to complete the Deferment Form and submit it to the Office of Admissions and Records (OAR) before the end of the Add/Drop period.
- 1.8.2.** The reasons for the request must be valid and acceptable before approval can be given. This is especially applicable to international students who are residing in Malaysia on student visas. The approved deferment must be accompanied by a

confirmed air ticket to leave the country during the specified period of deferment.

1.8.3. According to the Malaysian Immigration rules, international students who wish to defer are required to leave the country. (Please refer to the International Student Handbook) The maximum allowable period for international students to defer is only 2 semesters over the period of study. The normal allowable deferment period at any one time is one (1) semester. Requests for subsequent deferment of semester are unlikely to be granted with approval but may be considered on a case-by-case basis, depending on the circumstances.

1.8.4. Students who are unregistered for two (2) or more consecutive semesters without any notification will be considered discontinued student. Should this happen, a student who wishes to continue with the programme, may need to re-apply with an appeal letter addressed to the Head of Department.

1.9. Change of Programme

Students who wish to change from an existing programme to a new programme are required to complete the change of programme form and submit it to the OAR. The fee for change of programme is RM300.00. Credit exemption maybe given to students based on recommendation from the respective Head of Department and supported by valid documents.

1.10. Compulsory Courses

1.10.1. Effective 1st September 2013, The Malaysian Ministry of Education (MOE) has mandated that the General Education Courses or Mata Pelajaran Umum (MPU) courses are replace by the compulsory courses or Mata pelajaran wajib (MPW) for all private higher education institutions in Malaysia including Nilai University.

1.10.2. Students who enroll in a Diploma or Degree programme from October 2013 onwards are required to take MPU courses. MPU courses are not applicable to students who enroll in the Foundation, Master's and Doctor of Philosophy (PhD) programmes.

For further information regarding the MPU course offerings, please contact Centre for Foundation Studies.

1.11. Withdrawal/Completion

1.11.1. Students who wish to terminate their studies or have completed their studies at the University must fill up the University Withdrawal/ Completion Form and submit to the relevant departments. Refund of tuition fee (if any) will be in accordance with the University's Refund Policies (see Section 6.2).

1.11.2. International Students are required to submit the Withdrawal/ Completion Form, accompanied by a confirmed air ticket

indicating the departure date, at least 15 working days before their departure. A letter of Offer from the acceptance institution is also required for transfer cases. (Please refer to International Office).

1.12. Termination of Studies Due to Serious Disciplinary Offences

Students who are expelled from the University for both academic and non-academic misconduct will not be entitled to any fees credit or refund.

1.13. Student Records

Students must inform the OAR immediately of any change of address, phone numbers, e-mail address, programmes of study, etc.

1.14. Class Attendance

All students must maintain at least 75% attendance (except for Nursing programme in which students are required to meet which is 90% attendance for each subject) in order for them to sit for the final examination at the end of every semester. Students who fail to meet this requirement may be barred from taking the examination. International students must maintain at least 80% attendance in order to apply for renewal of student pass.

1.15. Limitation on Course Taken

A student cannot enrol for courses totalling to more than 20 credits in any long semester or more than 10 credits in any short semester.

1.16. Duration of Study

Programme Maximum Duration of Study Period

Foundation	- 2 years
Diploma (DBA & DACC)	- 4 years
Diploma (All Diploma except DBA & DACC)	- 5 years
Diploma in Nursing	- 6 years
Advanced Diploma	- 2 years
Bachelor	- 6 years
Bachelor of Science (Hons) in Nursing	- 8 years
Bachelor of Nursing (Honours) – ODL	- 6 years
Master by Coursework (MBABF, MBA-ODL & MED)	- 3 years
Master by Coursework (MAED)	- 5 years
Master by Coursework (MBA, MBM, MBAMKT & MBAHRM)	- 2 years
Master by Research Mode (MES)	- 3 years
Master by Research Mode (MAS & MIT)	- 4 years
Doctorate	- 7 years
PhD	- 6 years

However, International students are advisable to complete the programme within the course duration (for student pass purpose). Renewal of student pass will be subject to the authorities' approval if student exceed course duration.

1.17. Student Identification Card (Student ID)

All students are required to wear their name tags at all times when they are Campus. This practice is to ensure the safety and security of all students within the Campus.

1.17.1. Student ID Cards must be visible – displayed by students using a lanyard or clip at all times.

1.17.2. Student ID Cards may not be altered or defaced.

1.17.3. Replacement of a Student ID is RM50.00.

The name tag must be produced in the following areas:

- Library
- Lectures and Classes
- Collection of Mails and Insurance Card
- Renewal of Accommodation
- Requesting for Maintenance Work at accommodation
- Collection of Passport
- Collection of any documents from OAR; and
- Boarding the University Bus.

1.18. Issuance of Official Letters

Students who required an official letter from the University to confirm their status in the University are to make request to OAR. OAR may require between 3 working days to issue such letters.

1.19. Information Dissemination

Students are advised to read the notices on Moodle from time to time and refer to our officers for assistance.

1.20. Dress Code

University students need to be properly attired in class and on Campus.

Some important guidelines:

1.20.1. Beach and party wears are not suitable. bikinis, spaghetti straps, blouse with plunging necklines; and see through clothing are forbidden;

1.20.2. Pants, shorts and skirts must be modest (at knee level);

1.20.3. Trousers, jeans, slacks, shorts must be waist level – no hipsters;

1.20.4. Shoes should always be worn in class;

1.20.5. Students are not allowed to wear clothing with suggestive logos, advertisements of illegal substances. Inappropriate language should not appear on clothing or apparel of students; and

1.20.6. Sleep attire like pyjamas/underwear/singlets, vests may not be worn as outer clothing. House slippers/flip flops are not allowed on Campus.

NOTE: Casual wear should be confined to cafeteria area, living areas and recreational facilities only

2. EXAMINATIONS UNIT

Nilai University has established regulations governing the assessment and examination of students.

The following are some examination regulations that students have to pay serious attention to:-

1. Examination Regulations

Students are advised to read and understand the Examination Regulations, which can be found in their Programme Handbook. Kindly adhere to the examination timetable and venue, which includes the time for entering and leaving the examination venues and other procedures during the examination period.

2. Examination Docket

Students must print their own examination docket and check that all details eg. name, subjects registered for and ID numbers are accurate and correct. Errors must be reported to the Exam Unit immediately.

3. Examination Timetable

Students must report to the Examination Unit of any clashes (2 subjects or more at the same time and day) in the timetable within the given deadline stated in the notice. Any report/request after the deadline will not be entertained. Students may be placed on quarantine should the clashes be unavoidable.

4. Release of Final Examination Results

The Examination Unit is the authorised department to issue and release examination results. Students may collect their official result slips from their respective Departments. No enquiry on results or grades will be entertained through the telephone or email.

5. Results Slips

Students are advised to keep all their result slips. A fee of RM15.00 will be charged for a replacement copy.

6. Absence from Final Examination

1. Students must sit for all examinations, including the resit examinations, at the first opportunity available unless the University under its examinations procedure has granted permission for absence or special arrangements.

2. If a student cannot sit for a final examination paper for valid reasons (such as illness, death in the family, etc.), the student may be allowed to re-sit the examination if any or all of the following conditions are fulfilled:

- a. a medical certificate must be produced from a medical doctor certifying that the student was medically unfit to sit for the scheduled final examination;
- b. the Examination Unit is informed through the submission of a medical certificate or letter of explanation within 48 hours of the scheduled examination;
- c. any other evidence that may be required by Nilai University.

3. If such evidence is acceptable the missed examination will not be counted as one of the two attempts allowed, and a student will be allowed to resit the examination (which will then be considered as the student's first attempt).

4. Examinations missed without good cause will be treated as an absent from the examinations. Students will need to retake the subject in the next semester where the course is available.

5. A student who did not sit for examination due to medical or compassionate grounds must submit a written request to Examination Unit not later than forty-eight hours (48 hours) after the completion of the said final examination paper of the student.

7. Medical Certificate (MC)

1. MCs are recognised during final examinations only, after which a student is eligible for a resit.

2. MCs submitted during resit examinations will be subjected to approval by the Examinations Board.

8. Resit Examination

1, For some academic programmes, a student who fails in his/her first attempt in a final examination may be given one more attempt in resit examinations.

2. The resit is normally held two (2) weeks after the announcement of the results. The onus is on the student to find out details pertaining to the timetable for the resit.

3. Resit papers have the same weightage as the final papers. The student will be graded if he/she passes the resit and a grade R will be given if the student fails the resit. A student is required to retake the course if he / she fails the resit

4. In the event that a student fails to sit for the examination as scheduled by Nilai University, the student is marked as absent and deemed to have failed that examination.

5. If under special circumstances a paper is not offered, the resit will be conducted at another announced examination date.

6. A resit fee of RM200.00 is charged per resit paper.

7. A student who passed the courses but wishes to improve his/her grades may do so in a resit examination. The better grade will be taken as the final grade. The resit fee to improve grade is RM300.00

9. Academic Dishonesty

1. Disciplinary action will be taken against any student for academic dishonesty such as cheating in an examination.

2. A student will also be considered as having cheated if the student brings into the examination hall any unauthorised materials such as notes, phone, smart watch, etc. The said student will be in breach of Nilai University regulations and it will be regarded as an act of cheating.

3. Any student who is found guilty of academic misconduct may be brought to the Disciplinary Committee.

10. Penalties

If a student is suspected of cheating in an examination, the student will be called for a disciplinary hearing. If the student is found guilty, the student's grade for the course(s) in which he has been found guilty of cheating will be declared null and void, and the student will have to repeat the course(s). The student may also be

1, fine of not more than RM1,000.00

2. suspended from the University at the discretion of the Disciplinary Committee,

OR

3. expelled from the University if he/she is a repeat offender.

11. Appeal/Petition for Semester's Final Grades

- 1, Students may apply for a review of their examination results.
2. Students who wish to re-check their final grades must file an official petition in writing with the Examination Unit.
3. Students who wish for an assessment decision to be modified can do so on the grounds that:
 1. illness or factors, (unknown to the Examination Board when it reached its decision) adversely affected performance in the course work or examination, or prevented submission of the course work or attendance at the examination; or
 - b. there was a material administrative error; or
 - c. the assessment was not conducted in accordance with the regulations for the course; or
 - d. the judgment of an examiner or examiners was affected by personal bias; or
 - e. some other material irregularity in the conduct of the assessment has occurred.
4. A student may request a review of the grade within ten (10) working days after the publication of the results.
5. A student is required to pay a fee of RM80.00 per subject for review.

12. Application for Academic Transcript

1. Application for Transcript Forms can be obtained from the Office of Admissions and Records. It is to be completed and submitted to OAR.
2. Processing time shall be seven (7) working days for off-peak periods and 14 working days during peak examinations period.

3. 2 copies of transcript shall be issued free of charge upon completion of programme at time of application.

1. For non-completion of programme, a charge of RM15.00 per copy of transcript must be paid at Payment counter at time of application

3. PERSONAL DEVELOPMENT & COUNSELLING

The University Personal Development & Counselling Centre (PDCC) offers developmental and professional counselling services on short and medium term basis which aims to empower counselees to discover, harness and maximizing their potential to acquire necessary competency in managing challenges that impede, limit their personal and academic development. The process involves specialised skills and strategies application for developmental, preventive and remedial intervention as to facilitate counselees in taking personal responsibility to make informed choices for positive changes and growth.

- 1, PDCC services
- 2, Individual and/or Group counselling
- 3, Academic Counselling Support
- 4, Counselling/developmental activities

Developmental & counselling related seminar/workshops, movie screening or case specific developmental programmes such as Stress Management; Time Management; Conflict Management; Study technique; Personal self care; Managing transitional adjustment; Fundamental people helping skills. etc.

5. Bloom Peer Counseling (BPC)

BPC aims to train and equip student volunteers in rendering peer support on academic and non-academic matters, such as concerns regarding academic learning, social cultural adjustment, transition from school to tertiary studies etc. All BPC volunteers are required to complete related training sessions and to function under the supervision of the PDCC counsellor.

6. Responsive Services

- a. PDCC works in collaboration with a student's family to render support to the counselee. This may include rendering family counselling or hostel visits.

b, PDCC works in collaboration with the academic & support units to organise counselling & academic related activities in response to the specific needs and concerns of the university communities.

6. Counselling Awareness Programmes (CAP)

CAP aims to create awareness as well as in enhancing the understanding on professional counselling services and benefits in meeting psychological and emotional needs of the university's communities with a range of activities such as seminar, workshop, lunch chats, developmental retreat etc.

1. Referral

a. Internal Referral:

A Referral from Nilai University internal community for PDCC services.

b. External Referral:

Referral from PDCC to external agencies for further professional.

c. Assistance when deem necessary.

2. Confidentiality

All counselling practices are maintained in consistence with professional codes of ethic, of which no information on counselling contact will be disclosed without counselee's prior written consent, unless when there is a clear risk of imminent harm/danger to self, others, and/or by court subpoena.

PDCC is located at the ground floor of Resource Centre and operates from 8.30am to 5.30pm.

Email:pdcc@nilai.edu.my

Instalgram:pdcc_nilaiuniversity

4, DEPARTMENT OF STUDENT AFFAIRS

Alongside your daily classes, you are encouraged to participate in the many activities available on campus. The Department of Student Affairs (DSA), located at the Resource Centre fosters an environment for intellectual, physical, social, emotional, and spiritual growth. The DSA organises campus activities and looks after the general welfare of students.

a. Students' Representative Council (SRC)

The activity of the SRC is organised around three main areas: Representation, Support and Volunteerism.

The SRC's main responsibility is to represent the students of the University, and this means all students. Whether you are a mature student, an international student, part-time, doing a post-graduate qualification or straight from school, the SRC works for your interests.

The SRC is a student-led organisation, run by a Council consisting of student members and an executive formed by election into office by students. All registered students of the University have the right to vote and can stand for elections, which usually take place no later than August of each year.

b. Student Organisations

There are over 10 clubs and societies founded by students for students at Nilai University. Whether your interests are athletic, social, music, cultural, literary, religious, service academic in nature, student organisations are Nilai University's forum for leadership and self-discovery and most of them enjoy affiliation and support from the SRC. You will be spoilt for choice - Clubs and Societies provide an excellent way to meet new people and try new things, look great on your CV and are also a lot of fun. Every year many of students join a club or society for the first time, so you will not be alone. And if nothing takes your fancy, then it's really easy to set up your own!

c. Student Volunteer Services (SVS)

The Student Volunteer Services provides students with volunteering opportunities both on and off campus and provides a valuable link with, and input into, the local community.

Student volunteering covers a large area of activities and projects which may include supporting orphanages, old folk's homes in the surrounding areas of Nilai to programmes tackling dengue awareness, blood donations and others.

d. Student Welfare /Grievances

Is the venue for students' grievances, emergencies and student-related issues. Student feedbacks or complaints can also be sent to studentcare@nilai.edu.my

e. Services provided at the Department of Student Affairs: -

- i. Student welfare
- ii. Insurance claim assistance
- iii. Attend student feedbacks

- iv. Student activities
- v. Career services
- vi. Student discipline and safety assistance
- vii. Student events and campus life
- viii. Collection of mails and parcel
- ix. Collection of students identification card
- x. Lost and found items
- xi. Arrangements of bus tour and shuttle services
- xii. Organising tour for students.

f. Disciplinary Committee

Students who are caught breaching any of the University Rules and Regulations will be brought to the DSA's attention for further action (please refer to Academic and Non-Academic Misconduct). The Disciplinary Committee will conduct a hearing on the misconduct. Students are advised to familiarise themselves with the University's General and Accommodation Rules and Regulations to understand the behaviour and discipline that is required of a Nilai University student. Failing to read the Rules and Regulations will not exonerate any student from any wrongdoing.

g. Sports and Recreation

The DSA facilitates, supports, advises and promotes student interest in co-curriculum activities. Generally, students are encouraged to organise and participate in these activities. Among the activities and services provided are:

- i. Orientation Programmes; Getting to know you, Orientation Night, Tele-Match, Water Games, etc. This is aimed at helping students familiarise with the University and the life on campus.
- ii. Social Activities such as Recreational Tours, Blood Donation, Charity Sales, Visits to welfare homes, BBQ Night and etc.
- iii. Inter-University/College and Intra-mural activities such as Sports Competitions, MAPCU Games, MASISWA Games, SUKIPT Games, SIPMA Games, SUKMA Games, ASEAN UNIVERSITY Games (AUG), WORLD UNIVERSITY Games (WUG), World Championship etc.
- iv. All students are encouraging to join the tournament. The University will support participation if the students are in good standing

v. Incentives: -

Level of Participation	Reward/Incentives
Attend only	Transport
Represent NU in activity/tournament	<ul style="list-style-type: none"> • Transport • Registration fees • Accommodation excluding Negeri Sembilan • Subsistence allowance RM10 (half day), RM20 (full day) • Win prize per person/ per team • Consolation (RM100) • Bronze (RM200) • Silver (RM300) • Gold (RM500)
	<ul style="list-style-type: none"> • Training venue – if facilities not provided in-campus
	<ul style="list-style-type: none"> • Coaching cost (if needed)

Other Services provided are:

vi. Reservation of Facilities

1. Booking of the President Hall, Student Activity Room & other rooms for extra-curricular activities
2. Booking of Sport Facilities: Volleyball Courts, Badminton Courts, Football Field, Tennis Courts, Basketball Courts, Gym, 4 in 1 Court
3. Requests can be made in advance for tours & educational trips for students

vii. Equipment

1. Sport clubs can borrow the relevant sports equipment which are available.

h. Clubs & Societies

To cater for the interest and need of the students in the University, a variety of clubs and societies including:

Aviation Society	Islamic Students' Society
Bangladesh Students Society	Jarvis Technology
Business Students' Society	Life Science Society
Board Games Club	International Student Club
China Students Society	MyHR Club
Chinese Cultural Society	Nursing Students' Association
Christian Fellowship	School of Accounting & Finance
Hospitality Society	Hult Prize
Indian Cultural Society	Fun Club
African Society	

Sports Clubs covers a wide range of interest including:

Badminton Club	Futsal Club
Basketball Club	Netball Club
Dodgeball Ball Club	Tennis Club
Esport Club	Volleyball Club
Football Club	

5. ACCOMMODATION

GENERAL INFORMATION

Location	: Department of Student Affairs, Ground Floor, Resource Centre
Service Hours	: 8.00am – 5.00pm
Contact Details	: nu_ao@nilai.edu.my

We provide on-campus accommodation within walking distance of lecture rooms, as well as the cafeteria, sports and recreational facilities. All residents are required to strictly adhere to the Rules and Regulations stated in the Resident Contract.

The Accommodation Office (AO) handles all matters related to accommodation within the University campus. If you require any assistance or wish to provide feedback pertaining to your accommodation, please refer to AO.

A. Accommodation type

1. Walk-up Hall of Residence

There are four (4) blocks of Halls of Residence (HA, HB, HC and HD) available on campus. Rooms are available on a single or twin-sharing basis.

2. Walk-up Apartments

There are four (4) blocks of apartments (HE, HF, HG and HH) available on campus. Each apartment consists of six (6) to eight (8) rooms rented out on a sharing basis.

2. Deposit & Rent

All residents are required to pay a refundable deposit for the accommodation. Rent is collected on a monthly basis. Please refer to AO for the rental rate.

3. Fittings and Facilities

Each resident is provided with a bed, mattress, study table, chair, bookshelf, and cupboard. Each room is also fitted with a centralised air-conditioning unit and power points. Bathrooms are equipped with water heaters. Water dispensers and washing machines are available in the common areas.

4. Electrical Appliances

Residents who bring additional electrical appliances for personal use into the hostel are required to declare these items to the Accommodation Office (AO) and may be required to pay a surcharge for each item. For safety reasons, all electrical appliances must be inspected and comply with Malaysian safety standards before use is permitted. . However, you are strongly discouraged from bringing in any electrical items for general safety reasons.

5. Room Booking Procedure

1. A refundable deposit is required to reserve a room in advance.
2. The deposit will be utilized for damages or missing items in the room

6. Refund Policy

1. Refund of the rental will only be granted after deductions (if any) and that resident has fulfilled the required check-out procedure. Otherwise, no refund will be made will only be granted.
2. No refund will be made once the student has checked in or once the semester has commenced, whichever occurs earlier.

7. Fines

1. Residents who violate the Rules and Regulations stipulated in the Resident Contract will be fined accordingly and may be referred for a disciplinary action.
2. Please contact the Housemasters or Security Officers on duty if you require assistance during your stay on campus.

6. FINANCE

1. Payment of Fees

Payment of fees can be made through various channels, as follows:

Online Banking

Payment can be made via online or telegraphic transfers directly to the University's bank, details as follows:

Account Name : NILAI EDUCATION SDN BHD
Account Number : 2-05051-1000097-9
Bank's address : RHB Bank Berhad,
PT7460 & 7461, Jalan BBN 1/1A,
Putra Point, Putra Nilai,
71800 Nilai, Negeri Sembilan, MALAYSIA
Swift Code : RHBBMYKL

JomPay

Bill Code : 97774, Ref-1: [Student Number]

Student Online Portal

Log on to your student portal using the link (<http://cms.nilai.edu.my>) to make payment anytime of the day without queueing. The portal accepts Visa and Master Cards.

Note: Please ensure a copy of the payment / remittance advice email to nc_finance@nilai.edu.my or whatsapp number +6016-2338-230 to facilitate updating of your student statement of account

Payment Counter

The payment counter situated in the OAR office, Resource Centre accepts payments by Cash (Ringgit Malaysia only), Credit Card (Visa / Master / Union Pay), and Cheques (only current dated cheques. No Post Dated Cheques allowed).

2. Tuition Fee Due Date & Late Payment Policy

This policy defines the deadlines, penalties, and access restrictions related to the payment of tuition fees. It ensures timely payment, fairness, and clarity for all students.

Fee Due Date

All enrolled students ******must pay their full tuition fees by the end of **Week 4** of the semester.

Interest & Late Charges

If tuition fees are not received by the due date, a **late payment interest** (or part thereof) will be charged on the outstanding balance, calculated monthly until full settlement.

Restriction of Academic Systems & Services

Students with outstanding fees after **Week 5** of the semester will **have access to their Moodle and other academic systems blocked** until all amounts (including interest/penalties) are fully paid.

Academic Implications of Non-Payment

Failure to meet payment deadlines may result in one or more of the following consequences:

- Denial of course registration for the current or subsequent semester.
- Ineligibility to sit for exams or have coursework assessed.
- Withheld academic results or transcripts.
- Restriction on graduation or participation in academic ceremonies.

Communication & Responsibility

- Students are responsible for ensuring timely payments, regardless of whether reminders were received.

Appeals & Special Payment Arrangements

Students experiencing genuine financial hardship may **submit a written request** for alternative payment arrangements **before the due date** to the Finance Department.

Refund Policy

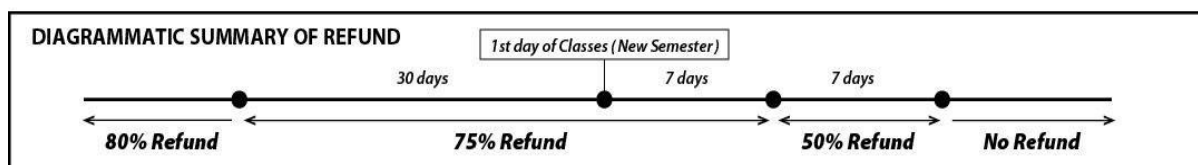
1. Tuition fees

If a student submits the completed withdrawal form to OAR within the following period, the refund is as follows:

- a, The Application and Registration Fees paid are strictly, **NON REFUNDABLE** under any circumstances.

- b. When a request for refund is desired, the request has to be explicitly expressed in writing and in accordance to the guidelines and deadlines stipulated in the following clauses.

Submission of Written Notice of Withdrawal	Percentage of Refund
More than 30 calendar days BEFORE the first day of classes in the semester.	80% of tuition fees
Within 30 days BEFORE the first day of classes in the semester and up to 7 calendar days AFTER the same new semester.	75% of tuition fees
Refund requested within the second week of the new semester (7 th - 14 th calendar days).	50% of tuition fees
Refund requested AFTER the second week (14 calendar days) of the new semester.	No Refund



Note: The first day of the semester is defined as the first day of general class commencement and is usually after the New Student Orientation.

- c. Nilai University reserves the right to utilise Refundable Deposits to offset outstanding amounts due to the University in the computation of refunds.
- d. In the event that a refund is requested after the enrolment of subjects is done and the fees due are paid, Nilai University reserves the right to charge the fees accordingly and utilise Refundable Deposits to offset the outstanding amount due to the University in the computation of fees.
- e. It is imperative for the student to obtain the acknowledgement of Nilai University authorities in their submission of request for refund in order to ensure that the University receives the written request via the Withdrawal / Completion Form (or adhoc Refund Request Form), including and particularly the date of submission and acknowledgement of receipt of the submission.
- f. The request for refund should only be made via Nilai University's Withdrawal Form / Completion Form / Refund Request Form, and that other methods of notification will not be entertained. Any amount to be refunded is subject to the approval and discretion of the University.
- g. In the event the student drops any subject before the ADD/DROP deadline and subsequently follow up with a withdrawal from Nilai University, the University will charge the full fees based on the initial Approved Course Enrolment.

- h. Nilai University will refund the Caution Fee (only after the student completes the Completion Form or Withdrawal Form) and Accommodation Deposit (if applicable). However, this is provided that no rules or regulations have been breached and the student does not have any outstanding fee with the University.
- i. In the event of graduation or in the event of a withdrawal the respective forms must be submitted within a maximum of 2 semesters from the event for refundable deposits to be refunded as per clause h) above.
- j. At all times, it is imperative that all rules and regulations are strictly adhered to, failing which Nilai University shall forfeit all refundable deposits and the said deposits may be required to be paid once again, where applicable.
- k. In the event that the student fails to settle his / her fees in accordance with the respective due date, the student shall be liable to pay late payment charges that shall be levied accordingly by Nilai University.
- l. If a student has outstanding payment, the result and transcript will not be released.

Accommodation Rental

If a student submits the completed withdrawal form to the Accommodation Office within the following period, the refund is as follows:

Notice of Withdrawal	Refund
On and Before the 1 st day of registration	Full refund of rental minus the administration fee of RM150.00
After the day of registration	No refund

Note:

- i. There will be no refund if the student has already checked in.
- ii. The above is not applicable for new international students. Within the first year of study, refund of accommodation rental, if any, will only be given if the student withdraws from the University.

7. INTERNATIONAL OFFICE

The International Office located at the Resource Centre, provides the following services to international students:

- Assist international students in their applications and renewal of student visas and other approvals for the purpose of study in Malaysia; and
- Meet international students upon their arrival in Malaysia and assist them in settling down in Nilai University.

1. Student pass and application procedures for new international students

New international students are required to attend medical screening including attendance at an X-Ray clinic within 7 days upon arrival in Malaysia.

To apply for a student pass, new international students are to submit their passport to International Office within 3 working days after passing the medical screening.

2. Student pass/permit Renewal

1. Students are required to renew their **Student Pass on an annual basis.**
2. Renewal applications **must be submitted at least three (3) months** before the Student Pass expiry date.
3. The **Malaysian Immigration Department will not renew an expired Student Pass.** Students with an expired pass will be required to **return to their home country immediately.**
4. Student pass Renewal requirements:
 - Must be enrolled in the **current semester with full payment made.**
 - Continue in the **original programme approved by the Immigration Department.**
 - Maintain **CGPA \geq 2.0, Attendance \geq 80%, and within the approved study duration.**
 - Passport must be **valid for at least 18 months** and contain a **minimum of 5 empty pages.**

3. Dependent Passes

- 3.3.1** All postgraduate students are eligible to apply for dependent passes on behalf of their immediate families as per Malaysian Immigration's ruling after receiving a valid student pass.
- 3.3.2** Students are responsible for applying the dependent pass by themselves.
- 3.3.3** The University can offer advice on the documents required and provide a supporting letter for the process. However, the process for

application must be done by the student.

Successful applications for dependent pass are at the sole discretion of Immigration Malaysia.

For further information and guidelines kindly refer to the International Student Handbook.

8. LIBRARY

Located on the top floor of the Resource Centre, covering more than 1,600 square meters. The Library maintains a rapidly expanding collection of books, periodicals, and other learning resources. The collection covers a wide range of subjects, with particular emphasis on materials that support the academic programmes offered at Nilai University. These include resources in Business and Management, Accounting, Computer Science, English Language, Social Sciences, Applied Sciences, Liberal Arts, Humanities, and Education.

Opening Hours

Day	BOOK & AV ZONES (COUNTER SERVICES)	COLLABORATIVE & QUIET ZONES
Monday – Friday	8:00 am – 5:00 pm (Normal Semester)	8:00 am – 5:00 pm (Normal Semester)
Saturday, Sunday & Public Holiday	Closed	Closed

Membership

The Library is open to all students, faculty, and administrative personnel of Nilai University.

Borrowing Privileges

Type of Materials	Full-Time Staff	Part-Time Staff	Students	Administration Staff
Open Shelf Books	10 items (3 months)	5 items (3 months)	3 items (14 days)	2 items (14 days)

Red Spot Books	1 item (overnight loan after 4:00 pm)			
PastYear Examination Paper	Online access			
CD-ROM	2 items (1 months)	2 items (1 months)	2 items (3 days)	For use in the library only
DVD	1 item (1 months)	1 item (1 months)	1 item (3 days)	For use in the library only

Note:

1. Open Shelf Books can be renewed once before the due date.
2. Red Spot Books cannot be renewed.
3. Borrowing privileges for students are suspended during semester breaks.

Borrowing Hours

Open Shelf Books

DAY	TIME
Monday – Friday	8:00 am – 4:45 pm

Red Spot Books

DAY	TIME
Monday – Friday	8:00 am – 4:30 pm

Information Service

DAY	TIME
Monday – Friday	8:00 am – 4:45 pm

1. Borrowing Procedures

- a. Students must show their Student ID to borrow materials. Items may not leave the library until they are recorded and checked out at the counter.
- b. Students may borrow up to three (3) books at a time for 14 days and the same student can renew them only once.
- c. The use of another student's ID card for borrowing Library materials is not allowed.
- d. Students are responsible for any damaged, lost, or overdue items borrowed under their names. Any damage or mutilation found in Library materials must be reported before borrowing; otherwise, students will be held liable for the damage upon return.
- e. All books must be returned on or before the due date. Recalled books must be returned immediately.
- f. Students are required to return all Library books by the end of the semester.

2. How to Borrow Library Items

- a. Present the item and Student ID to the staff at the Circulation Counter. The borrowing process is complete when the staff pass both the item and Student ID to the student.
- b. Students are to ensure that the due date indicated on the item is correct before leaving the counter.

3. How to Renew Library Items

Bring along the items borrowed to the Circulation Counter.

- a. Renewals are allowed for items that are not overdue, as long as the items have not been reserved by other users.
- b. Borrowers must renew their item in person, and each item may only be renewed once.

4. Red Spot Books

Books may be borrowed by students for up to 2 hours. For overnight loans, items must be borrowed no later than 1 hour before closing and returned before 10:00 a.m. the next day.

5. LRC Fines

CATEGORY	FINES (RM)	NOTES
Open Shelf Books	RM0.50 per day	Fines for overdue or lost items are calculated starting from the day after the due date until the item is returned or officially recorded as lost
Red Spot Books	RM0.50 / hour	
Loss Books	Replacing cost + Processing cost (RM10.00) + Accumulated fines	
Loss of Multimedia Item	Replacing cost + Processing cost (RM10.00) + Accumulated fines	

1. Open Shelf Books

Upon expiry of the loan period, an overdue notification will be issued by email. Overdue items are subject to a fine of RM0.50 per item per day, calculated from the due date until their return.

2. Red Spot Books

The fine for overdue Red Spot books is calculated at RM0.50 cents for every hour.

3. Loss of Materials

Students must report lost Library materials to the Circulation Counter without delay. Borrowers are accountable for all losses or damages and will be charged the total replacement cost, which consists of the item's replacement value, a RM10.00 processing fee, and any fines accrued. If an item reported as lost is subsequently found and returned, fines will still be imposed. All such materials remain the property of the Library regardless of any replacement payment made.

3.6. Library Classification System

The University Library uses the "Dewey Decimal System," which is used worldwide. This system classifies materials as follows:

Classification Number	Subject
000 - 099	General Works (Encyclopedias, etc.)
100 - 199	Philosophy and related disciplines
200 - 299	Religion
300 - 339	The Social Sciences (e.g. Economics)
340 - 349	Law
350 - 399	Public Administration, Education
400 - 499	Language
500 - 599	Pure Sciences (Mathematics, Physics, etc.)
600 - 699	Technology (Applied Sciences, Management, Accounting etc.)
700 - 799	The Arts
800 - 899	Literature
900 - 999	Geography, History etc.

3.7. Library Rules

Please refer to Library Rules and Regulations on page 53.

3.8. Library Collection

1. Reference Materials

The reference collection comprises encyclopaedias, dictionaries, handbooks, atlases, guides and bound magazines.

2. Open Shelf Books

This collection is located on the open shelves and is accessible to library users.

3. Audio-Visual Materials

The audio-visual collection includes videotapes, diskettes, transparencies and audiocassettes. Only selected items are available to students.

4. Red Spot Collection

This collection consists of, recommended materials, including books, monographs, examination papers, and dissertations. These items are available upon request at the Circulation Counter.

5. E-Databases

These are electronic resources that provide access to online information such as journal articles, reviews, research papers, conference papers, and proceedings. Access may include full-text content or abstracts, depending on the Library's subscriptions or open-access availability.

a. JSTOR

Provides access to journal articles, books, images, and primary sources in more than 75 disciplines.

Access: <http://nulibrary.nilai.edu.my/LRC/>

b. Business Sources Complete

Provides bibliographic and full-text content for all business disciplines, including case studies, company profiles, conference papers and proceedings, country economic reports, SWOT analyses, trade journals, and general business magazines.

Access: <http://nulibrary.nilai.edu.my/LRC/>

3.9. Facilities

3.9.1. Discussion Rooms

Discussion Rooms are designated for group study purposes and may be used for a maximum duration of 2 hours. Groups must comprise 3–10 individuals. Users are required to record their details in the discussion room logbook and deposit their Student ID card at the Circulation Counter.

3.9.2. Audiovisual Room

Audiovisual Room is intended for group viewing activities and can accommodate up to 25 users. Students are required to register their details at the Circulation Counter before using the room.

3.9.3. Lockers

Lockers are offered without charge and allocated on a first-come, first-served basis. Users are required to register for a locker key and surrender their Student ID card at the Circulation Counter.

3.9.4. Book Drop

A book drop unit is provided beside the ATM machine for returning books outside normal opening hours. Red Spot books must be returned at the Circulation Counter in the library. It cannot be returned at book drop.

3.9.5. Computers

The Library provides computers for students and staff to browse articles and access online databases throughout regular operating hours.

3.10. Library Rules and Regulations for Students

Students using the library facilities are required to observe the following rules.

Any infringement may result in suspension from the library for the remainder of the day and/ or the penalties outlined below.

3.10.1. Silence and Conduct

- Silence must be strictly maintained at all times.
- Mobile phones must be set to silent mode.
- Students must wear their Student ID cards while in the Library.
- Proper attire is required. Students dressed inappropriately* e.g (slippers, shorts/ Bermuda shorts, singlets, or spaghetti-strap tops etc,) will be asked to leave the Library.

3.10.2. Bags and Personal Belongings

- Bags are not allowed inside the Library.
- They may be stored in the baggage storage cubicles provided next to the lift.

- The Library is not responsible for loss of personal belongings or items stored in the cubicles.

3.10.3. Seating and Use of Facilities

- Reservation of seats is not allowed. Items left on tables or chairs may be removed without prior notice.
- Library furniture and materials must not be misused or moved.
- Students should place books on the return trolley after use.

3.10.4. Care of Library Property

- Writing, marking, or defacing Library materials or furniture is strictly prohibited and considered vandalism.
- All cases of vandalism or theft will be reported to the Registrar for disciplinary action.

3.10.5. Smoking Policy

- The campus-wide no-Smoking rule applies throughout the Library.
- Any student found smoking, including in the Library toilets, will be referred to the Registrar for disciplinary action.

3.10.6. Cleanliness

- All litter must be disposed of in the trash bins provided.

3.10.7. Copyright Compliance

- Users must observe copyright laws when photocopying or reproducing Library materials.

9. IT SERVICES

1. Computer Laboratories

Labs are equipped with various Intel machines running on Microsoft Windows. Software's available include Microsoft Office, Visual Studio Suites (Visual C++, Visual Basic etc.), Microsoft Project, Level 1 Science Block (S110, S111, S112, S114)

All computer labs are available for booking for students' personal use when they are not required for scheduled classes. S110 is open from 8:00 am to 5:00 pm (Mondays to Fridays).

Student usage of the computer labs is on a "first come, first served" basis. To use a computer, please refer to the booking list that is with the resident IT Officer.

Students are not allowed to tamper with any computer or power points in the computer laboratory.

2. Lab Security

Vandalism and/or theft of computers and/or their peripherals will result in stern disciplinary action. Surveillance is in operation 24/7.

3. Lab Internet Access

The Internet is intended for research for education purposes only. However, selected text based (e.g. Email, MSN) communications are allowed for communication with friends and family. Internet P2P file sharing and surfing of indecent or illegal sites in the University computer labs are strictly prohibited.

4. Computer Lab Code and Conduct

The computer labs are a student's work place, similar to a Lecture Hall or the Library. You must allow other students the right to complete their work in a conducive atmosphere where movement and noise is kept to a minimum. Students without their Student ID Card or who are not properly attired will be barred from the Computer Labs. Slippers, short and sleeveless shirts are not permitted in the Computer Labs. No drinks and/or food are allowed in the Computer Labs. The University reserves the right to deny access to the computer labs to any student who cannot abide by this code.

5. Internet Connection for Hostel and Apartment

The Internet connections in the hostel and apartment blocks are available 24 hours daily. Wireless access availability is subject to geographical and non-

geographical factors, including but not limited to user equipment and building structure. The University shall not be held responsible for any damage or loss incurred.

You are required to bring your own PC/notebook, with WIFI/wireless capability to connect to the Internet. Details of other equipment required and networking setting for Internet access are available from the WIFI technical support counter located at Admin Block Level 3 (A319). You may also find information or get assistance from the IT Helpdesk (A319).

6. *Declarations*

The utilisation of Internet facilities in the Campus is with the clear understanding that the University shall not be held responsible for any damage or loss incurred, the University reserves the right to discontinue or disallow anyone from the use of this service with valid reason.

7. General Rules

Access to computing resources is contingent upon prudent and responsible use. Improper use of computing services and facilities will not be tolerated and may result in loss of computing privileges. In addition, disciplinary and/or legal action will be pursued for violation of these codes and statutes through appropriate procedures.

All computer users are expected to observe ethical behaviour in the use of University equipment and services.

8. Classification of Computer-Related Offences

Computer-related offences are classified into Three Categories:

1. Minor Offences – Nuisance

- a. Making unnecessary noise in the Computer Labs
- b. Drinking, eating and smoking in the Computer Labs
- c. Downloading and/or uploading large files which may slow down the Internet Access
- c. Importing software of unknown or suspicious function or quality (the primary vehicle for introducing viruses)
- c. Not properly attired; wearing sleeveless shirts, revealing clothes, slippers & short pants in the Computer Labs

These offences generally show a lack of consideration to other computer users, but do not threaten privacy, computer integrity or violate ethical principles.

Sanction:

The user will be issued a verbal, email and/or hard-copy warning. Any repeated minor offence will be raised to a major offence.

2. Major offences – Questionable Ethics

- a. Simultaneously using multiple computers
- b. Unplugging of any cables/device or equipment, altering, changing or deleting hardware and software installation/configurations
- c. Wasting limited resources, such as playing games or printing multiple copies of documents
- a. Purposely sharing files that contain Viruses/Trojans to other
- d. Interfering in any way with another's use of the University's equipment or services
- d. Connecting any external/foreign electronic devices to the Computer Lab's Network

These offences often involve violations where the ethics of actions are in question especially if another user's privacy or computer integrity was violated.

Sanction:

The user's account or computer access (including access to the computer labs and access from hostel/apartment) will be suspended for one semester. Any repeated Major offence will be raised to a Severe/Criminal offence.

3. Criminal Offences – Severe

- a. Using University computing facilities and/or services for commercial purpose
- b. Knowingly introducing a computer virus or other destructive programmes
- a. Running any kind of cracking/hacking software(s)
- b. Running any kind of server software(s) that prevent/block/limit others to use Internet
- c. Damaging or stealing University property/equipment(s)
 - a. The surfing or running of indecent or illegal sites in the Campus
 - b. Offering illegal content (pirated movies, pirated songs, pirated program, porn, etc.)

The user has done something that warrants investigation, which has caused damage and/or interrupted the University's computer systems and related services.

Sanction:

The user's account and computing privileges will be suspended (including access to the computer labs) until the investigations have been completed. In most cases the Disciplinary Committee will decide the penalty.

Failure to observe the above items may result in stern action taken upon the person concerned with a penalty appropriate to any of the above violation. Please refer to computer lab rules and regulations on page 53

10. FACILITIES

1. SPORT FACILITIES

Available for basketball, volleyball, tennis, badminton, netball, rugby, table tennis and football. The necessary equipment for these sports is available for loan from the DSA.

2. GENERAL FACILITIES

1. Parking Area

Cars and Motorcycles

Vehicles parked regularly on Campus require a parking sticker. The sticker must be displayed prominently on the front windscreen of the vehicle or at a visible part of the motorcycle. The sticker/card needs to be renewed every year.

A maximum fine of RM50.00 may be imposed and disciplinary action may be taken against those who fail to comply with the Parking and Traffic rules. Take note of the designated parking lot areas for staff only because these areas are clamping zones for student areas. A fine of RM50.00 also will be imposed to release your vehicle.

How to Obtain a Car Sticker

Application Forms can be obtained from the Security Office at Room A119, Block A or Guard house and it will be processed within 3 working days.

Note: Car stickers cards can only be issued to students who are registered to a semester and have a valid driving licence.

Public Liability

The University shall not be responsible for any loss or damage to any vehicle parked or driven in the Campus grounds.

Safety

Your safety and the welfare of everyone in the Campus are of paramount importance. Please drive safely and observe the Campus speed limit of 20 km per hour. Those who do not observe the traffic regulations may face penalty (a maximum fine of RM50.00) and disciplinary action.

2. Automated Teller Machine (ATM)

Open to everyone, the ATM is located near the Resource Centre Walkway.

3. Self Service Laundrette

Self-service laundrette is available at the Hostel Blocks.

4. Cafeteria

Offers Malay, Chinese, Indian and Western food.

Cafeteria Operating Hours *

Mondays to Fridays : 7.00am to 8.00pm
Saturdays & Sundays : 8.00am to 7.00pm

* subject to change

Drop 'n' Go Zone

All students are required to return trays, plates, cutlery and cups in designated disposal areas. This helps create a more comfortable and clean environment.

5. Self Service Printing Machine

Available at the Resource Centre ground floor and Library (managed by Print on the Go).

6. Common Rooms

Open 24 hours in residential halls and near the lecture halls for students to study and have discussion.

7. Student Transportation

a) Shuttle Services

Regular service between Nilai KTM Station and campus. You are to show your valid ID to board the bus. Please refer to the student notice board for updates.

Using the university bus is a privilege. This privilege may be temporarily denied or permanently revoked if ;

- misconduct jeopardizes the safe operation of the University bus
- the safety and welfare of students travelling in the bus is compromised
- there is indication the service is underused

Generally, misconduct on the University bus will result in a possible suspension of the bus service. The University bus must be maintained as clean as possible at all times.

b) Limited Holiday Service

During University semester breaks and observed Public Holidays, the Campus bus service will run on a limited schedule. Please check schedule with DSA.

c) Campus Shuttle Stops

To ensure passenger safety, the Shuttle Service will only pick up passengers at designated bus stops.

11. SECURITY

1. Campus Security

The Security Department is responsible for ensuring the safety of persons, including University employees and students, guests and visitors of the campus; security and protection of University properties including buildings, grounds, equipment and other assets. Response to emergency situation or conditions and provision of assistance or actions taken appropriate to the crisis situation are within the limits of the department's authorities.

11.2. Student ID

All students must visibly wear their Student ID at all times while on campus. This allows for the quick identification of unauthorized individuals. If you see a trespasser, please contact Security Personnel (SP) immediately.

11.3. Visitors

Visitors are not permitted on campus after 10:00 PM, and overnight stays in student residences are strictly prohibited. Upon arrival, all visitors must register at the Security Guardhouse by surrendering a valid photo ID to receive a Visitor's Tag, Vehicle Pass, and Visitor's Slip. During their visit, the visitor must wear the Visitor's Tag at all times, and the host student is responsible for signing the Visitor's Slip upon the visitor's departure. Disciplinary action will be taken against any student who hosts a visitor, including off-campus students, for an overnight stay.

11.4. Student Movement After 11.00pm

Students residing in the hostel must sign in and out using the logbook at the Security Guard House when entering or leaving campus after 11:00 PM. A valid student ID must be carried at all times during these movements.

Security Guards are authorized to stop, question, and inspect any driver, passenger, or vehicle entering the campus. If a student fails to present their ID or comply with the sign-in procedure, security may deny the vehicle entry to campus. In such cases, the student will be required to proceed to or from the hostel on foot.

11.5. Tips That Can Save Your Life

- 11.5.1. For your safety, always inform someone of your whereabouts. On-campus students must sign out at the Security Guard House when leaving campus.
- 11.5.2. Keep doors and windows locked before leaving your room.
- 11.5.3. Have an exit strategy.
- 11.5.4. Always prepare for the unexpected.
- 11.5.5. Be extra cautious at night.
- 11.5.6. Never trust strangers.
- 11.5.7. Trust your intuition.
- 11.5.8. Don't flaunt your wealth.
- 11.5.9. Ask for help when you need it.
- 11.5.10. Avoid deserted places.
- 11.5.11. Be careful with your personal details.
- 11.5.12. Vary your routine.

11.5.13. Take action when you are being followed.

11.6. Complainant

The student, who is the complainant has the prerogative to make a report pertaining violators going against the campus rules and regulations or any matters pertaining to safety and security. The report must at least include the followings:

11.6.1. Name, ID, room and contact number. The complainant identity will not be revealed to anyone. The details required are merely for verification purposes if required by the SP who received the report:-

11.6.2. Type of offence, incident and emergency:-

11.6.3. Time and location: and

11.6.4. Any other matter related to the offence, incident and emergency.

11.7. Student Personal Belongings

Students are responsible for securing their personal valuables such as wallets, passport, phones, laptops, jewellery and etc. by keeping them attended or locked at all times, as stolen items are rarely recovered even with witnesses or CCTV, and Campus Security cannot monitor individual belongings.

11.8. Found Items

Should you find any unattended item which you think is accidentally left unattended, please surrender to DSA or Security Office on the same day. Items will be logged and returned to owners. Similarly, please approach DSA or Security Officer if you have lost an item. DSA and Security Officer will try to assist to the best of their ability.

11.9. Traffic Rule Violation

Traffic regulations within the campus are consistent with national laws and common campus policies. Violations by road users include, but are not limited to:

11.9.1. Double parking.

11.9.2. Parking in prohibited areas, including in front of fire hydrants, on yellow lines, or across designated markings.

11.9.3. Parking in a manner that obstructs the smooth flow of traffic.

11.9.4. A parking violation notice will be issued for the first offence, and a record will be maintained by Security.

11.9.5. For subsequent offences, the vehicle will be wheel-clamped and a fine of RM50.00 will be imposed. The clamp will be removed only after the fine is paid at the payment counter located in the OAR.

Please refer to the traffic rules and regulations on page 55

11.10. In Opposite Gender's Room

Members of the opposite gender cannot be in the same hostel room. Meetings should be in classrooms, cafeterias, etc. Disciplinary actions will be taken for violation of this rule.

11.11. Smoking / Consuming substances

Smoking including the use of cigarettes, e-cigarettes, or any related smoking devices is strictly prohibited on campus. The possession or consumption of cannabis, marijuana, or related substances is also forbidden, in accordance with national law.

Violations of this policy will result in disciplinary action, which may include legal prosecution. A fine of RM200.00 will be imposed for any smoking-related offence.

11.12. Substance Abuse

Only prescription medication is permitted for student use. Misusing medication such as consuming cough syrup without a valid prescription is a disciplinary and legal offence. Violations of this policy will result in disciplinary action, which may include legal prosecution.

11.13. Alcohol Consumption

The possession and consumption of alcohol on campus is strictly prohibited. Violations of this policy may result in disciplinary action and/or legal prosecution.

11.14. Gambling

All forms of gambling are strictly prohibited. Violations of this policy may result in disciplinary action and/or legal prosecution.

11.15. Loud Noise

Excessive noise, such as loud music, is prohibited on campus as it disturbs others. Students in hostels must keep volume at a reasonable level. Violations will result in disciplinary action.

11.16. Vandalism

The deliberate destruction or damage of University property is strictly prohibited. Violators will face disciplinary action.

11.17. Fire crackers

The possession or use of firecrackers is strictly prohibited on university grounds, as they pose a serious safety risk including fire hazards and excessive noise. Violators will face disciplinary and/or legal consequences.

11.18. Damaging University Property

Any act of deliberate property damage is strictly prohibited. Students are advised to report any related concerns or incidents immediately to Security Personnel (SPs) or their House Master. Disciplinary action will be taken against anyone who violates this rule.

11.19. Illegal Squatters

Only registered residents may occupy hostel rooms. Hosting unauthorized persons is not permitted and will result in disciplinary measures.

11.20. Bully

Bullying includes the use of force, seniority, or power to intimidate or harm others is strictly prohibited. Disciplinary or legal action will be taken against anyone who engages in such behaviour. Students are to report bullying to DSA. They are to bring evidence and the identification of those involved.

11.21. Prohibited Conduct & Criminal Offences

Students must refrain from any involvement in criminal activities. This activities can lead to serious legal consequences, including detention, arrest, and imprisonment. Criminal activities are not limited to:

- 11.21.1.** Breaking and entering;
- 11.21.2.** Motor vehicle theft;
- 11.21.3.** Physical altercations or fighting;
- 11.21.4.** Harassment / Intimidation;
- 11.21.5.** Possession of weapons;
- 11.21.6.** Attempted suicide or acts of self-harm;
- 11.21.7.** Theft;
- 11.21.8.** Possession, use, or distribution of illegal drugs

Violations of this policy will result in severe disciplinary action and may be reported to law enforcement.

11.22. CONTACT NUMBERS – EMERGENCY CASES OR MATTERS RELATED TO SAFETY AND SECURITY

24 Hours Hotline contact numbers:

- | | | |
|-----------------|----------------------------------|--------------|
| 11.22.1. | 24 hours Campus Security | 06 850 1569. |
| 11.22.2. | Nilai University | 06 850 2338. |
| 11.22.3. | Nilai Police Station | 06 790 4222 |
| 11.22.4. | Nilai Fire and Rescue Department | 06 794 0052 |
| 11.22.5. | Klinik Kesihatan Nilai | 06 794 8581 |
| 11.22.6. | Aurelius Hospital | 06 850 0799 |
| 11.22.7. | Seremban Hospital | 06 768 4000 |
| 11.22.8. | Serdang Hospital | 03 8947 5555 |

12. CODE OF CONDUCT

Nilai University is committed to the all-round development of every student. Our philosophy is built on the belief that a holistic education encompasses academic learning, character building and social development. As a member of our international community, you will live and learn in an environment that is safe, orderly, and conducive to personal and intellectual growth.

We take pride in our vibrant, multicultural campus, where students from around the world live together harmoniously. In this spirit, we expect everyone to show respect and appreciation for diverse cultures, beliefs, and perspectives.

At Nilai University, we strongly uphold a culture of personal responsibility, where every individual is accountable for their actions and contributes to a respectful, supportive community.

1. Attendance

1. Regular class attendance is essential to academic success. Students are required to attend all scheduled sessions and meet the stated attendance requirements.
2. The attendance requirements vary depending on the nature of the programme as well as rules and regulations drawn up by professional governing bodies and partner universities
3. As outlined in individual programme handbooks, students must meet specific attendance requirements to be eligible for final examinations.
4. Students who are absent must provide a medical certificate or other approved documentation to be put forth for consideration.

12. 2. Punctuality

Students are expected to be on time for all academic and non-academic activities.

12.3. Work habits

- 12.3.1. It is important for students to be prepared for and participate in each class, be it lectures, tutorials, laboratory or any other forms of practical training sessions
- 12.3.2. Assignments and other academic tasks given are to be completed accurately and submitted within the given deadline. It is the student's responsibility to request for an extension if required.
- 12.3.3. Quizzes, tests and examinations are used to gauge students understanding of the lessons and as such, students are expected to be fully prepared and attend the session.

12.4. Academic integrity

Academic integrity is fundamental to the quality of the academic environment. Cheating, in any form, is a serious offence will result in disciplinary action. Cheating includes but is not limited to:

- a) using unauthorised materials, devices, or assistance during tests and/ or examinations;
- b) Impersonation, which includes having someone take a test or examination on your behalf, or taking one on behalf of another student;
- c) Collusion, such as unauthorized collaboration, copying another student's work, or submitting jointly produced work as one's own;
- d) Fabrication or falsification of any data, quotation, citation, or reference;
- e) Plagiarism, i.e: presenting another person's ideas, words, or work as your own without proper attribution.

12.5. No gift policy

Students are strictly prohibited from offering gifts, hospitality, or any form of gratification—directly or indirectly to any academic or non-academic staff member in all university-related matter. Any student found to have done so will be subject to disciplinary proceedings and other appropriate actions.

12.6. Respect for self and others

- a) It is imperative that students behave with dignity and treat others with respect and courtesy. Behaviour of the individual should not interfere with the rights of others. This includes the use of appropriate language, actions and attire.
- b) Verbal or physical harassment of any kind is strictly prohibited.
- c) Student must embrace cultural diversity by engaging with others respectfully and thoughtfully.
- d) Smoking is prohibited within the campus.
- e) All students are expected to maintain a sober presence on campus. The possession of alcohol or drugs is strictly prohibited.

12.7. Respect for authority

- a) University Rules are there to protect the interests of everybody in general and as such, must be strictly adhered to.
- b) Students are expected to interact respectfully with University staff

12.8. Freedom from fear

- a) It is important that all students make an effort to contribute to a safe environment which is free from fear. Acts of violence, use of weapons and contraband are never acceptable.

13. RULES AND REGULATIONS

There are some specific rules that the University enforces.

RULES AND REGULATIONS ON CONDUCT OF STUDENTS

Regulations are necessary due to the communal nature of a university life. All students and staff members of Nilai University are responsible to maintaining an environment that is conducive to learning and teaching.

Students are to maintain strict discipline and decorum while they are on campus or at any time while they are representing the University.

Where a student has invited a guest onto the campus, the student shall be regarded as responsible for the conduct of the guest.

Appropriate conduct promotes an environment that is free from danger, discrimination, harassment, intimidation, and behaviour which is destructive, disruptive, or unlawful. Inappropriate conduct or misconduct disrupts the proper functioning or activities of the university.

A. MISCONDUCT

Misconduct is deemed to be an offence for which students are liable to disciplinary action. Misconduct includes, but is not limited to:

- I. Physical abuse, or any dangerous activity likely to cause harm to a person or property, is strictly prohibited**
 - i. Actual or threaten physical abuse of another person;
 - ii. Damage of another person's property;
 - iii. Knowingly causing another person to fear physical harm or property damage without just cause; and
 - iv. Creating any condition that endangers or threatens the health, safety, or well-being of other, or risk damage to property.
- II. Written and/or verbal abuse**

Written and/or verbal harassment includes the use of threatening, obscene, profane, or racist language, or language that is otherwise abusive in the circumstances, by a student, directed to another student, an employee of the University, or any other person.
- III. Sexual harassment**

Sexual harassment includes:

 - i. Written and/or verbal abuse or threats of sexual nature;
 - ii. Unwelcome remarks, jokes, innuendos, or taunts;
 - iii. Displaying pornographic or other offensive or derogatory pictures;
 - iv. Unwelcome invitations or requests, whether direct, explicit or intimidating; and
 - v. Unnecessary physical contact such as touching, patting, pinching, or punching.
- IV. Act of vandalism and wilful damage of the University property**

Students must treat all University property including buildings, books, apparatus, specimens, computers and other facilities with care and respect. Vandalism or intentional damage is strictly prohibited. Any damage, whether accidental or deliberate, must be reported promptly by the responsible student. Failure to report damage will be treated as a disciplinary offence.

V. Act of bribery or corruption

Bribery and corruption which include offering gifts or inducements for unfair advantage, or abusing a position of trust for personal gain are strictly prohibited.

VI. Act of dishonesty

Acts of dishonesty are defined as any conduct that results in an unfair or unlawful advantage for the offender or causes harm to another person.

VII. Consumption and/or possession of illegal drugs

The consumption and/or possession of illegal drugs are serious criminal offences in Malaysia as stated in the Malaysian law under Dangerous Drug Act (First Schedule) 1952. Punishments for those found guilty are severe and include the death penalty.

VIII. Smoking on Campus

The Tobacco Product Regulations 2004 has gazetted any area of a higher educational institution as a 'No Smoking Zone'. Students are to refrain from smoking on campus.

IX. Consumption and/or possession of alcohol

Students are prohibited from consuming alcohol or bringing alcoholic beverages onto the campus.

X. Refusal to provide identification

It is an offence to refuse to provide identification upon request by an officer, employee, or agent of the University acting on behalf of the University in the course of his/her duties where there is reason to believe that an individual is committing, has committed, or is about to commit an offence or when there is a need to verify that the individual is indeed a student or a guest of a student with a legitimate reason to be present on campus.

XI. Causing nuisance and noise

All students are to respect the right of others to reasonable peace and quiet. Due consideration must be given and being a nuisance and/or causing unnecessary noise must be avoided at all times.

All students are to respect the right of others to reasonable peace and quiet. Due consideration must be given and being a nuisance and/or causing unnecessary noise must be avoided at all times.

XII. Failure to adhere to the Dress Code

All students are required to dress appropriately as befitting future graduates, both on campus and when representing the University in any professional or social capacity.

XIII. Engaging in activity that brings the good name of the University into disrepute

All students are expected to behave responsibly and be accountable for their actions. Engaging in any activity that dishonours or discredits the University is strictly prohibited.

XIV. Failure to observe and adhere other rules and regulations

Students are required to abide by all Rules and Regulations of the University and the rules and regulations of any institutions, organisations or companies that they are attached to as students of the university. The Rules and Regulations of Nilai University include:

- Traffic Rules and Regulations
- Accommodation Rules and Regulations (as specified in the Resident Contract)
- Computer Laboratory Rules and Regulations
- Library Rules and Regulations
- Gymnasium Rules and Regulations

B. PENALTIES

A student who is found in breach of discipline may face one or more of the following penalties:

- i. an admonition;
- ii. a written reprimand;
- iii. a disciplinary fine;
- iv. suspension of access to specified university services or facilities for a set period;
- v. requirement to repair or pay for any damage caused to University property or an institution attended as part of a University course;
- vi. suspension from attendance at the University for a stipulated period; and
- vii. expulsion from the University.

14. DRESS CODE

Nilai University prepares students for professional success. As such, student attire must reflect this standard of professionalism both on campus and while representing the University at any off-campus activities or events. The general dress code is outlined below. Please note that some specific programmes may enforce additional requirements for enrolled students.

Appropriate	Inappropriate
Clean and well-pressed attire including: <ul style="list-style-type: none"> ● Long pants or jeans with a shirt/blouse or T-shirt 	<ul style="list-style-type: none"> ● Singlet or spaghetti strap tops ● Shorts including Bermuda shorts (allowed during sports or leisure events)

<ul style="list-style-type: none"> ● Knee length skirt with a blouse or T-shirt (for female students) ● Knee length dress (for female students) ● National or traditional attire 	<ul style="list-style-type: none"> ● Revealing clothes (including low-cut tops, see through attire, midriff tops/dress) or purposely ripped attire ● Slippers or flip flops
<p>Note: ID Tag must be worn at all times</p>	

15. INFORMATION TECHNOLOGY RULES AND REGULATIONS FOR STUDENTS

Students using University computing facilities must adhere to the following rules. Any violation may result in suspension of access and/or referral to the Registrar for disciplinary action.

1. The facilities are to be used strictly for academic and educational purposes, or for approved University communication. The following activities are not allowed:
 - i. Commercial or for profit activities
 - ii. Accessing, downloading or distributing pornographic content
 - iii. Accessing websites that promote violence, discrimination or hatred
 - iv. Unauthorized access, hacking, or disruption of any system or website.
 - v. Downloading or sharing pirated software, media, or other copyrighted material.
 - vi. Recreational computer gaming during academic hours, unless part of a sanctioned activity.
2. Students must not remove, damage or deface any hardware. Such acts will be treated as be acts of theft or vandalism.
3. Installing, updating or modifying any software on any computer is strictly prohibited without explicit authorization.
4. Copying any programmes, software or digital resources from University computer without permission from the Information Technology Department is strictly prohibited.
5. Only properly licensed software may be used on University computers. The use of unlicensed or pirated copies violates copyright law and University policy.
6. All personal files must be saved to a personal drive or cloud. Files saved locally to a computer's hard drive will be deleted during the routine maintenance.
7. Food and drinks are prohibited in the laboratory to prevent damage to equipment.
8. Students must visibly wear their Student ID while using the computer laboratory.

9. Students must dress appropriately while using the computer laboratory. Inappropriate attire including slippers, shorts, sleeveless or strapless tops, and similar casual wear is not permitted. Students who do not comply will be asked to leave immediately.

16. LIBRARY RULES AND REGULATIONS FOR STUDENTS

Students using the facilities in the Library must observe the following rules. Any infringement may result in the user's suspension from the Library for the rest of the day and/or a penalty as indicated below.

1. Silence must be strictly observed in the Library at all times. All handphones should be switched to the 'Silent' mode.
2. Students are required to wear their Student ID Card use when in the library.
3. Students must dress appropriately while in the library. Inappropriate attire including slippers, shorts, sleeveless or strapless tops, and similar casual wear is not permitted. Students who do not comply will be asked to leave immediately.
4. All bags must be stored in the designated cubicles near the lift before entering the library. The Library is not responsible for the loss of, or damage to, any personal belongings left in these cubicles or anywhere on its premises.
5. Reservation of seats is not permitted. Books and other articles left on the tables or chairs may be removed without prior notice.
6. Library materials and furniture should not be misused or moved.
7. All books must be placed on the reshelving trolleys after use.
8. Writing or leaving any marks in books or on furniture is strictly forbidden. Such acts will be considered as vandalism.
9. All instances of vandalism and theft will be referred to the Registrar for disciplinary action.
10. The campus wide No-Smoking rule applies in the library. Students caught smoking in the Library (including in the Library toilets) will be referred to the Registrar for disciplinary action.
11. All borrowed materials must be returned by the due date. The overdue fines for open shelf / audio visual materials is fifty cents (RM0.50) per calendar day per item. Meanwhile, for Red Spot materials is fifty cents (RM0.50) per hour per item and RM1.00 per day per item for overnight items.
12. Borrowers are responsible for all materials on loan under their account. Lost or damaged items must be replaced at full cost, plus an RM10.00 processing fee per item.
13. All litter are to be dispose in the bins provided throughout the library.

14. Library users must comply with copyright laws when copying or reproducing any materials from the library.

17. TRAFFIC RULES AND REGULATIONS FOR STUDENTS

1. General

1. Students operating a motor vehicle on campus must comply with the Malaysian Road Transport Act 1987 (Act 333) and all its subsidiary legislations.
2. Students must hold a valid driver's license and ensure the vehicle that has a valid registration (road tax) and insurance.

2. Vehicle Pass

1. Students are required to register the vehicle which they are operating with the Security Office and obtain a valid vehicle pass.
2. Students may be issued either a Student Vehicle Pass or a Student Vehicle Temporary Pass for each registered vehicle.
3. The Student Vehicle Pass is issued to students who intend to operate a motor vehicle on campus regularly on a long term basis. The pass is valid for the year in which the student is registered and expires in the second week of the subsequent year.
4. The Student Vehicle Temporary Pass can be applied for upon entry into the campus. The driver of the vehicle would have to surrender a photo ID (such as driving license) before the pass can be issued. The ID will be returned upon exit.
5. The Vehicle Pass must be displayed prominently on the motor vehicle.
6. The University has the right to reject an application or revoke an approval if there is cause to believe that it would not be in the interest of the University for the student to operate a vehicle on campus.

3. Passage ways

Students can only operate a motor vehicle on tarred roads on campus. They are not allowed to operate their vehicle on any other passageways including the pavement, grass verge, footpath, corridor or in any part of a building within the university.

4. Speed Limit

The speed limit for campus is 35 km per hour. Students must not operate their motor vehicle in excess of the speed limit while on campus.

5. Parking of Vehicles

1. Students are only allowed to park their vehicles in clearly marked parking lots situated in either the parking zones indicated as allocated for students or in general parking zones that have no indication of having been allocated to other vehicle operators.

2. Students are not to park in parking zones or lots that have been indicated clearly as allocated for staff, visitors, the handicapped or marked as reserved.
3. Students are not to park their vehicles at any place or in any manner so as to cause danger, obstruction or inconvenience to any other person. No parking areas include but are not limited to on the side of the road, on the sidewalk, road kerb or grassed areas, in a driveway, in front of fire hydrants and areas clearly defined as no parking zones.

6. Traffic Direction

1. Students must comply with all traffic direction and traffic signs in the campus.
2. Students must comply with the instructions of the security personnel who have been assigned to direct traffic.
3. Students must not conduct themselves in any manner which obstructs or interferes with the smooth and orderly movement of traffic within the University.

7. Abandonment of Vehicles

Any vehicle left parked in the same location for over one semester will be considered abandoned. The University reserves the right to report the vehicle to the authorities and have it removed from campus.

8. Enforcement of Traffic Rules and Regulations

The Security Office is authorised by the Management of the University to enforce the University's Traffic Rules and Regulations. Offenders may be subject to sanctions including clamping of the wheels of the vehicles and / or a fine of up to RM300.00.

9. LIST OF TRAFFIC OFFENCES & SANCTIONS IMPOSED

No	Offence	Fine (RM)
1.	Failed to display the valid vehicle pass	50.00
2.	Wilfully providing false information to obtain the Vehicle Pass	150.00
3.	Use of a Vehicle Pass originally issued for another vehicle/student	150.00
4.	Operating of Vehicles on non-sanctioned passageways including pavement, grass verge, footpath, corridor or in any part of the building within the university.	100.00
5.	Parking in zones or lots designated for staff, visitors, the handicapped or marked as reserved.	50.00

6.	Improper parking such as occupying more than one parking lot and double parking	50.00
7.	Parking in areas that are not designated as a parking area such as the sidewalk, road kerb or a grassed area, in a driveway and at no parking zones	50.00
8.	Parking in front of fire hydrants or fire escape exits	100.00
9.	Disobeying traffic directions or signs	50.00
10.	Other offences deemed as minor by the university authorities including, but not limited to: <ul style="list-style-type: none"> • Unnecessary honking of horns • Unnecessary revving up of engines 	100.00
11.	Other offences deemed by the authority/university as dangerous to self or other road users including, but not limited to: <ul style="list-style-type: none"> • Reckless driving • Illegal racing 	300.00
12.	Tampering and/or removal of vehicle wheel clamp	300.00 and cost of replacement of the clamp

18. EXISTING UNIVERSITY RULES & REGULATIONS

This handbook serves as a supplementary to existing University rules and regulations and does not replace or amend them.

1. Violations of computing resource policies will result in disciplinary action, which may include suspension or loss of computing privileges.
2. Any breach of the legal or ethical use of computing resources will be dealt with serious manner. Illegal activity may also be referred to local or national authorities for prosecution.
3. Violations not explicitly listed in this document will be reviewed by the appropriate University official to determine appropriate sanctions.

IMPORTANT PHONE NUMBERS, ADDRESSES AND UTILITIES

Clinics

Sariah Klinik Sdn. Bhd

No. PT 7441, Jalan BBN 1/2E
Putra Point Phase 2B, BBN
71800 Nilai, Negeri Sembilan
Tel: 06-850 1005
Fax: 06-850 1006

Putra Poliklinik

Pt 7268, Putra Point
Jalan 1/2B, BBN
71800 Nilai, Negeri Sembilan
Tel: 06-850 3268
Fax: 06-850 1268

Government Hospitals

General Hospital Seremban

Jalan Rasah, Seremban
Negeri Sembilan
Tel: 06-7623333

Klinik Kesihatan Nilai (KKM)

Jalan Besar, Pekan Nilai
Nilai, Negeri Sembilan
Tel: 06-7948581

Private Hospital

Aurelius Hospital

PT 13717 Jln. BBN 2/1
Putra Nilai
71800 Nilai, Negeri Sembilan
Tel: 06- 850 0799

Seremban Specialist Hospital

Suite No.8, lot 6219 & 6220
Jalan Tioman 1, Kemayan Square
70200 Seremban
Tel: 06- 7677800
Fax: 06-7675900

Fire Station

Mantin	Tel: 06-7583198
Seremban	Tel: 06-7624444
Nilai	Tel: 06-7940052

Ambulance

GH Seremban	Tel: 06-7623333
Klinik Nilai	Tel: 06-7948581
Nilai (Private)	Tel: 011-11104999

Banks in Nilai

RHB Bank	Tel: 06-7941014
CIMB Bank	Tel: 06-7994864
Hong Leong Bank	Tel: 06-7995289
RHB ATM Hotline	Tel: 03-92068118

BSN	Tel: 06-7991560
Public Bank	Tel: 06-7991066
Maybank	Tel: 06-7993316

Rail Commuter (Komuter)

- The Rail Service commences from 6.00 am daily at intervals of 20 minutes. Kindly log into www.ktmb.com.my for more information.

End.

CAMPUS MAP



Notes**INDEMNITY**

All information is correct at the time of printing. Nilai University issues its brochures and other literature only as a general guide to the university's facilities; they form no part of a contract. The University reserve the right to modify or withdraw any of the content described without notice.

V1.0/2026/2027



STUDENT HANDBOOK

For more information, please contact our Department of Student Affairs (DSA)
Nilai University

Nilai University ^{DU032(M)}
No. 1, Persiaran Universiti, Putra Nilai,
71800 Nilai, Negeri Sembilan, Malaysia.

Email: dsa@nilai.edu.my

Tel: +606-850 5300 / 2338

Nilai Education Sdn Bhd
Registration No: 19941021638 (307216-P)

Note: For international callers, please dial 00(6) followed by our number.

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www.nilai.edu.my



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