



STUDENT HANDBOOK 2025/2026

Nilai
UNIVERSITY
Enrichment For Life

INTRODUCTION

A safe, supportive, and orderly learning environment is what everyone deserves. Encouraging appropriate behaviours by teaching, guiding, directing, and providing opportunities for new learning to occur is what we strive to give.

We create these opportunities for students to practise and succeed in making responsible and effective choices in order to reach their academic potential and contribute 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, Naning, Rembau, Segamat, Pasir Besar and Sungei Ujong.

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

GRADUATE ATTRIBUTES

At Nilai University, programmes are designed to take into account both professional as well as values and affective development. Nilai University's vision is to be an international centre of education excellence, dedicated to providing students learning experiences that will enrich them for life to develop them to become persons of values and integrity.

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 effective 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.

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INTRODUCTION

This Student Handbook is to:

- provide you with an overall view of Nilai University;
- assist you with your academic programmes; and
- outline key policies, procedures, rules and regulations and facilities.

This Handbook is not a substitute for talking with us. We welcome your questions and ideas. We want to hear your concerns. We would also like to hear your suggestions to improve the next edition of this Handbook. You can also send your suggestions to studentcare@nilai.edu.my

Obligation and undertaking of a student:

- to understand and comply with all the rules, regulations, procedures and guidelines stated in the **Student Handbook (Procedures & Guidelines)** ;-
- to behave and act in a responsible and orderly manner at all times and avoid engagements in actions which will disrupt the academic environment;-
- to use the facilities provided responsibly and not cause damage to the University's properties;-
- to attend all classes punctually and complete all assignments, class work and laboratory work as required;-
- to maintain regular contact with your respective School/Faculty, and duly notify them of any difficulties encountered to obtain the necessary advice;-
- to adhere to all deadlines set by the University and/or by lecturers;-
- to respond to reasonable requests from staff without any undue delay;-and
- to make full use of the resources and support services provided.

The University has the right to amend or delete any part of this Handbook or its content in line with the University's policy as well as in compliance with the government regulations and requirements from time to time.

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 over 30 countries worldwide. The institution is being ranked in the 2025 QS World University Rankings: Asia and 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 the 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 under-graduate programmes in the area of Business, Computing, Biotechnology, Aircraft Engineering, Hospitality & Tourism and Nursing. There are also post-graduate level programmes in the area of Business Administration, Management and Education.

The curriculum is 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 through a Graduate Preparatory Course and undergo a compulsory Internship period.

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 on this.

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

SCHOOL OF FOUNDATION STUDIES

- Foundation in Business
- Foundation in Science

UNDERGRADUATE

1. FACULTY OF BUSINESS, HOSPITALITY AND HUMANITIES

1.1. SCHOOL OF ACCOUNTING & FINANCE

- 1.1.1. Diploma in Accounting
- 1.1.2. Bachelor of Arts (Honours) in Accounting and Finance
- 1.1.3. Bachelor of Business Administration (Hons) in Finance
- 1.1.4. Bachelor of Finance (Honours) (Financial Technology)

1.2. SCHOOL OF MANAGEMENT & MARKETING

- 1.2.1. Diploma in Business Administration
- 1.2.2. Bachelor of Business Administration (Hons)
- 1.2.3. Bachelor of Business Administration (Hons) in Human Resource Management
- 1.2.4. Bachelor of Business Administration (Hons) in International Business
- 1.2.5. Bachelor of Business Administration (Hons) in Management
- 1.2.6. Bachelor of Business Administration (Hons) in Marketing
- 1.2.7. Bachelor of Business Administration (Hons) in Digital Marketing
- 1.2.8. Bachelor of Commerce (Honours) in International Business – Online Distance Learning
- 1.2.9. Bachelor of Business Administration (Honours) in Business Analytics
- 1.2.10. Bachelor of Business Administration (Honours) in Global Logistics

1.3. SCHOOL OF HOSPITALITY & TOURISM

- 1.3.1. Diploma in Culinary Arts
- 1.3.2. Diploma in Hotel Management
- 1.3.3. Bachelor of Hospitality Management (Hons) with Business Management
- 1.3.4. Bachelor of Event Management (Hons)

1.4. SCHOOL OF HUMANITIES & SOCIAL SCIENCES

- 1.4.1. Intensive English Programme

2. FACULTY OF ENGINEERING, SCIENCE AND TECHNOLOGY

2.1. SCHOOL OF AIRCRAFT MAINTENANCE

- 2.1.1. Diploma in Aircraft Maintenance Engineering
- 2.1.2. Advanced Diploma in Aircraft Engineering Technology

2.2. SCHOOL OF COMPUTING

- 2.2.1. Diploma in Information Technology
- 2.2.2. Diploma in Computer Science
- 2.2.3. Bachelor of Computer Science (Honours) (Data Science)

- 2.2.4. Bachelor of Information Technology (Hons)
- 2.2.5. Bachelor of Information Technology (Honours) Cybersecurity
- 2.2.6. Bachelor of Information Technology (Hons) (Internet Engineering and Cloud Computing)
- 2.2.7. Bachelor in Software Engineering (Honours)
- 2.2.8. Bachelor of Software Engineering (Honours) (Application Development) – Online Distance Learning
- 2.2.9. Bachelor in Computer Science (Honours) (Artificial Intelligence)
- 2.3. **SCHOOL OF APPLIED SCIENCES**
 - 2.3.1. Diploma in Biotechnology
 - 2.3.2. Bachelor of Science (Hons) Biotechnology
- 2.4. **SCHOOL OF NURSING**
 - 2.4.1. Diploma in Nursing
 - 2.4.2. Bachelor of Science (Hons) in Nursing
 - 2.4.3. Bachelor of Nursing (Honours) – Online Distance Learning

POSTGRADUATE

- 3. **GRADUATE SCHOOL OF BUSINESS**
 - 3.1. Master of Business Administration (Banking & Finance)
 - 3.2. Master of Business Administration (Banking & Finance) (Part time)
 - 3.3. Master of Business Administration
 - 3.4. Master of Business Administration (General) - Online Distance Learning
 - 3.5. Master of Business Administration (Marketing)
 - 3.6. Master of Business Administration (Human Resource Management)
 - 3.7. Master in Business Management
 - 3.8. Doctor of Philosophy in Management
 - 3.9. Doctor of Philosophy in Management (Part time)
 - 3.10. Doctor of Business Administration
- 4. **POSTGRADUATE PROGRAMME IN EDUCATION**
 - 4.1. Master of Education
 - 4.2. Master of Arts Education
 - 4.3. Doctor of Philosophy in Education
- 5. **SCHOOL OF APPLIED SCIENCES**
 - 5.1. Master of Applied Sciences
- 6. **SCHOOL OF AIRCRAFT MAINTENANCE**
 - 6.1. Master of Engineering Science (By Research)
- 7. **SCHOOL OF COMPUTING**
 - 7.1. Master of Information Technology (By Research)

THE NILAI UNIVERSITY BLUEPRINT FOR SUCCESS

Nilai University's promise is to take school leavers and mould them into mature young adults who are academically proficient and socially confident. This is achieved through a holistic approach to education, with emphasis on character building courses and industry internship to supplement the academic endeavours.

You are encouraged to make full use of this unique blueprint only available at Nilai University by asking your Deans and Heads of Schools on how best you can participate in these programmes and activities.



1.0 ADMINISTRATION AND REGISTRATION

1. General

The Admission and Registration processes of the University are conducted by the Office of Admissions and Records (OAR) which is located at the Resource Centre. New student applications are processed by the Marketing Department and student ID number will be issued by OAR, students are required to refer to the OAR for further advice and assistance on matters related to registration.

1.1. Admission

All applicants are required to submit a duly completed Application Forms, enclosing a certified copy of relevant documents required.

An applicant is advised to complete the Application Form in detail and in legible handwriting. Please ensure the clarity of your name, correspondence address and contact numbers. Your name must be as printed on the identity card (for Malaysians) or passport (for international students) for the legitimate name to be printed on the academic certificate issued and/or to facilitate processing of the visa/immigration-related matters.

Once admitted into the programme, the student should ensure that the details are updated accordingly and regularly.

Admission to any programme offered by the University is subject to meeting the academic entry requirements and submission of the followings:

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)** PHOTOS - 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 Admission

Applicants who satisfy the programme's entry requirements will be issued a Letter of Admission. Fees specified in the Pro-Forma Invoice are to be paid before or on 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 those students who apply using forecast results, a copy of the actual results and certificate (Certified True Copy) have to 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. Validity of Offer

Letters of Admission (with or without conditions) are valid only for a period of two (2) semesters or eight months; whichever is shorter. Applicants who have not accepted the offer at the point of application and still failed to do so within the offer validity period, will have your successful offers withdrawn and the registration/application fees forfeited.

When the period of offer has lapsed, and you are still keen to pursue the programme, you are required to re-apply for the programme. Such applications will then be considered under the programme entry requirements and fees applicable at the point of time of the reapplication.

For critical programmes, validity will be more restrictive, and the offer validity period will not be applicable to these programmes.

1.6. 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:

- 1.6.1.** 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 to at least a level similar to that of a credit in SPM 1119 English; and
- 1.6.2.** to improve communication skills that will enable our graduates to meet the demands of the industry of their choice.
- 1.6.3.** Malaysian Students
 - a)** Diploma programmes
For the diploma programmes, an English course is included as part of the curriculum.

- b) Degree programmes**
The English requirements for Degree 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.

For degrees awarded by a partner institution, where required, students who do not have a credit in SPM 1119 English would be required to complete a set of English courses during their studies at the degree programme.

1.6.4. 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. For programme standards that do not list any English language requirement, the minimum requirement is as stated in MOE circular JPT/GS 1000-614 (138) dated 28th November 2017 as follows:
 - ▶ Diploma*:
IELTS 4.0 – 5.5 / TOEFL PBT 397 - 550 / TOEFL iBT 30 - 80 / Pearson 30 - 51 / MUET Band 3 – 4
 - ▶ Advanced Diploma*:
IELTS 5.0 / TOEFL PBT 500 / TOEFL iBT 61 / Pearson 36 / MUET Band 3
 - ▶ Bachelor's* degree and Post-graduate* programmes (including Master's and PhD):
IELTS 5.0 – 6.0 / TOEFL PBT 410 – 550 / TOEFL iBT 34 - 80 / Pearson 36 - 50 / MUET Band 3

1.6.5. 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).

1.7. Registration for the Courses

- 1.7.1.** 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.
- 1.7.2.** Students who have financial constraints should pay at least 40% of the total fees upon registration. The balance is to be settled within the following 2 months (for a long semester) or 1 month (for a short semester). A standard processing fee is levied on this instalment arrangement (5.0% on balance outstanding if long semester, and 2.0% if short semester). Students who opt for this payment should approach the payment counter for approval purposes and sign a standard installment form. Students who pay tuition fee by installment plan after the due date may be imposed a late penalty charge of RM50.00
- 1.7.3.** 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.
- 1.7.4.** 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 School 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.

1.8. Adding/Dropping of Courses, Subjects

- 1.8.1.** Students who wish to add/drop courses or subjects after the registration must do online registration. 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 will be made for dropping of subjects after the above dates.
- 1.8.2.** 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 up to a maximum of two semesters. Any unused amount will 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.

1.9. Deferment and Leave of Study

- 1.9.1.** 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 semester.

- 1.9.2.** 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.
- 1.9.3.** 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 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.
- 1.9.4.** 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.

1.10. 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 School and supported by valid documents

1.11. Compulsory Courses

- 1.11.1.** 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.
- 1.11.2.** Student who enrol in a Diploma or Degree programme from October 2013 onwards are required to take MPU courses. MPU courses are not applicable to students who enrol in the Foundation, Master's and Doctor of Philosophy (PhD) programmes.

For further information regarding the MPU course offerings, please contact School of Humanities & Social Sciences.

1.12. Withdrawal/Completion

- 1.12.1.** Students who wish to terminate their studies or have completed their studies at the University must complete 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).

- 1.12.2.** 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).

1.13. 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.

1.14. Student Records

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

1.15. 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.

1.16. 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.

1.17. Duration of Study

Programme Maximum Duration of Study Period

Foundation	- 3 years
Diploma	- 6 years
Diploma in Nursing	- 5 years
Advanced Diploma	- 3 years
Bachelor	- 8 years
Bachelor of Science (Hons) in Nursing	- 5 years
Master by Coursework	- 4 years
Master by Research Mode	- 5 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.

1.18. 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.

- 1.18.1.** Student ID Cards must be visible – displayed by students using a lanyard or clip at all times.
- 1.18.2.** Student ID Cards may not be altered or defaced.
- 1.18.3.** Do not lose your Student ID; replacing a Student ID will cost RM80.00.

The name tag must be produced at 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.

1.19. Issuance of Official Letters

Should a student require an official letter from the University to another institution or authority to confirm their status or some other matters, they may make such a request to OAR. OAR may require between 3 working days to issue such letters.

1.20. Information Dissemination

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

1.21. Dress Code

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

Some important guidelines:

- 1.21.1.** Beach and party wears are not suitable. bikinis, spaghetti straps, blouse with plunging necklines; and see through clothing are forbidden;
- 1.21.2.** Pants, shorts and skirts must be modest (at knee level);
- 1.21.3.** Trousers, jeans, slacks, shorts must be waist level – no hipsters;
- 1.21.4.** Shoes should always be worn in class;
- 1.21.5.** 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
- 1.21.6.** 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.

2.0 EXAMINATIONS UNIT

Nilai University has established regulations governing the assessment and examination of students. During the time that a student is in Nilai University for any academic programme, the student will be required to have his/her understanding and ability assessed.

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

2.1 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.

2.2 Examination Docket

Students must print their own examination dockets a week before the examination commences and are advised to check that all details on the examination dockets eg. name, subjects registered for and ID numbers are accurate and correct. Errors must be reported immediately.

2.3 Examination Timetable

Students are advised to report to the Examination Unit of any clashes (2 subjects or more at the same time) in a day in the timetable within the given deadline stated in the notice. Any report/request after the deadline will not be entertained.

2.4 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 Faculties. No enquiry on results or grades will be entertained through the telephone.

2.5 Results Slips

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

2.6 Absence from Final Examination

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

2.6.2 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.

2.6.3 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).

2.6.4 Examinations missed without good cause will be treated as an absent from the examinations. Students will need to retake the subject in the following semester.

2.6.5 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.

2.7 Medical Certificate (MC)

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

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

2.8 Resit Examination

2.8.1 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.

2.8.2 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.

2.8.3 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.

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

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

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

- 2.8.7** 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

2.9 Academic Dishonesty

- 2.9.1** Disciplinary action will be taken against any student for academic dishonesty such as cheating in an examination.
- 2.9.2** A student will also be considered as having cheated if the student brings in any unauthorised materials such as notes, into the examination hall. The said student will be in breach of Nilai University regulations and it will be regarded as an act of cheating.
- 2.9.3** Any student who is found guilty of academic misconduct may have to retake the said subject paper(s). They may also be suspended from their studies or expulsion from Nilai University.

2.10 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

- 2.10.1** fine of not more than RM1,000.00
- 2.10.2** suspended from the University at the discretion of the Disciplinary Committee,

OR

- 2.10.3** expelled from the University if he/she is a repeat offender.

2.11 Appeal/Petition for Semester's Final Grades

- 2.11.1** Students may apply for a review of their examination results.
- 2.11.2** Students who wish to re-check their final grades must file an official petition in writing with the Examination Unit.
- 2.11.3** Students who wish for an assessment decision to be modified can do so on the grounds that:
- a)** 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.

2.11.4 A student may request a review of the grade within ten (10) working days after the publication of the results.

2.11.5 A student is required to pay a petition fee of RM80.00 per subject.

2.12. Application for Academic Transcript

2.12.1. Forms can be obtained from the Office of Admissions and Records.

2.12.2. Processing time shall be seven (7) working days for off-peak periods and 14 working days during peak examinations period.

2.12.3. 2 copies of transcript shall be issued free of charge upon completion of programme at time of application.

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

3.0. 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 maximising 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.

3.1. PDCC services

3.1.1. Individual and/or Group counselling

3.1.2. Academic Counselling Support

3.1.3. 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.

3.1.4. Counselling Peer Support Program (CPSP)

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

3.1.5. 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 respond to the specific needs and concerns of the university communities.

3.1.6. 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.

3.2. System Support

3.2.1. 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.

3.2.2. Counselling support to all internal referred case.

3.2.3. Peer Support

3.3. Confidentiality

All counselling practices are maintained in consistent 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

4.0. 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 strives to facilitate students with an environment that is conducive for intellectual, physical, social, emotional and spiritual growth. The DSA organises Campus activities and looks after the general welfare of students.

4.1. Students' Representative Council (SRC)

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

4.2. Representation and Support

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 consists of student members and an executive formed by elected 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.

4.3. Student Organisations

There are over 30 clubs and societies created by students for students at Nilai University. Whether your interests are athletic, social, music, cultural, literary, religious, service, political or 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 hundreds 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!

4.4. 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.

4.5. Student Welfare /Grievances (Student Care Unit)

Personnel from the Unit are always available to students to assist in handling problems and concerns. The unit also plays a liaison role between the Students' Representative Council (SRC) and the University Management. Besides that, The Department of Student Affairs (Student Care Unit) is the venue for students' grievances, emergencies and student-related issues.

Student feedbacks or complaints can also be sent to **studentcare@nilai.edu.my**

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

- 4.6.1.** Collection of mail and odd size parcels
- 4.6.2.** Collection of student identification card
- 4.6.3.** Lost and Found Items
- 4.6.4.** Arrangement of bus services for tours and educational trips
- 4.6.5.** Organising tours for students
- 4.6.6.** Emergency Assistance

4.7. 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 to decide on any misconduct in the University. Students are advised to familiarise themselves with the University's General and Accommodation Rules and Regulations to avoid any misunderstanding. Failing to read the Rules and Regulations will not exonerate any student from any wrongdoing.

4.8. 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:

- 4.8.1.** Orientation Programmes; Getting to know you, Orientation Night, Tele-Match, Water Games, etc.
- 4.8.2.** Social Activities such as Recreational Tours, Blood Donation, Charity Sales, Visits to Welfare homes, BBQ Night and etc.
- 4.8.3.** 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.

Other Services provided are:

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

4.8.5. Equipment

- a) Sport Clubs can borrow the respective sports equipment available.

4.9. Clubs & Societies

To cater for the interest and need of the students in the University, a variety of clubs and societies have been established.

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

Sport Clubs covers a wide range of interest such as martial arts, racquet and team sports, outdoor pursuits and fitness. These are some of the sports club available at Nilai University:-

Adventure Club	Futsal Club
Badminton Club	Music and Dance Club
Basketball Club	Netball Club
Challenger Club	Tennis Club
Dogdeball Ball Club	Volleyball Club
Esport Club	Taekwando Club
Football Club	

4.10. Gym Centre

Gym enthusiasts can shape their muscles and indulge in their daily workout in the Gym Centre located on the ground floor of the E-block. Kindly contact Department of Student Affairs for more information.

5.0. ACCOMMODATION

GENERAL INFORMATION

Location	: Department of Student Affairs, Ground Floor, Resource Centre
Service Hours	: 8.00am – 5.30pm
Contact Details	: nu_ao@nilai.edu.my

Nilai University provides both single and twin accommodation for 1200 students in campus, within easy walking distance of lecture rooms and other sports and recreational facilities. This office deals with all issues related to accommodation within the University Campus.

If you need any assistance or have any feedback pertaining to your accommodation, please refer them to the Accommodation Office (AO). Please also refer to the Accommodation Rules and Regulations printed in the contract.

5.1. Accommodation type

5.1.1. Walk-up Hall of Residence

There are 2 blocks of Hall of Residence (HC and HD) are available on-campus. Types of rooms for rental are on single and twin-sharing basis.

5.1.2. 5-Storey Walk-up Apartments

Similarly, there are 2 blocks of apartments (HE and HG) available on-campus. Each apartment consists of 7 to 8 rooms that are rented out on twin-sharing basis.

5.2. Deposit

All residents are required to pay a Refundable Deposit for any type of accommodation.

5.3. Facilities

Each resident is provided with a single bed, mattress, study table, chair and cupboard. Each room is also fitted with a ceiling fan and adequate power points. For Halls of Residence, bathing and toilet facilities are provided on each floor, whereas for apartments, each unit has a living area, a kitchenette and power points to allow light cooking, and a bath area with shower and toilet facilities.

5.4. Electrical Appliances

Residents who bring extra electrical appliances for personal use in the Residence Hall or Apartment are required to declare these items to AO and also pay a surcharge for every item. For safety reasons, all electrical items must be checked and conform to Malaysian Standard before the items are allowed to be used.

5.5. Room Booking Procedure

- 5.5.1.** To confirm the type of room: Payment of rental for one semester is required.
- 5.5.2.** To book or secure a room (the actual allocation of type of room will depend on availability) a booking fee of RM150.00 (non-refundable) is required. The booking fee will be utilised to offset against part of the rental upon checking in at the Accommodation Office.

5.6. Refund Policy

- 5.6.1.** Full refund of rental minus the administration fee of RM150.00 will only be refunded to students provided they inform the Accommodation Office in writing before 5.00pm. on the first day of Registration.
- 5.6.2.** There will be no refund once the student has checked in or the semester has commenced. The deposit will be refunded after deductions (if any).

Submission of Written Notice of Withdrawal	Refund
On or before the 1 st Day of University's Official Registration	Full refund minus the administration fee of RM150.00
After the 1 st Day of University's Official Registration	No refund
Student has checked in at the Accommodation Office	No refund

Please refer to the Resident Contract for more details.

6.0. FINANCE

6.1. Payment of Fees

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

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).

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

Alternatively, payment can also be made through JomPay, indicating Biller Code "97774".

Note: Please ensure a copy of the payment / remittance advice is present to the Payment Counter promptly or email to nc_finance@nilai.edu.my to facilitate updating of your student statement of account:

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.

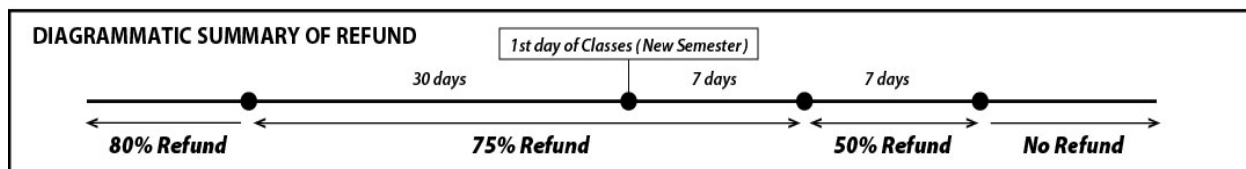
6.2. Refund Policy

6.2.1. 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 to 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.

6.2.2. 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 1 st 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.

6.2.3. Financial Aid

Various financial aid and loans are available for eligible students. For further information and application procedures, kindly contact the Finance Department.

7.0. 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, study permits 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.

7.1. Student pass and application procedures for new international students

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

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

7.2. Student pass/permit Renewal

- 7.2.1.** Students are to renew their student pass annually;
- 7.2.2.** Application must be forwarded 3 months before the student pass expires;
- 7.2.3.** Malaysian Immigration Department will not renew the expired student pass. Student will be required to return to the home country; and
- 7.2.4.** Passport Collection at International Office: Monday to Friday: 9.00am to 4.00pm.

7.3. Dependent Passes

- 7.3.1** All postgraduate students are eligible to apply for dependent passes on behalf of their immediate families as per Malaysian Immigration's ruling.
- 7.3.2** All undergraduates pursuing bachelor degree can apply the same if they come from the following countries: Azerbaijan, Bahrain, Iran, Iraq, Jordan, Kuwait, Lebanon, Libya, Maldives, Oman, Palestinian Territories, Qatar, Saudi Arabia, Turkiye, UAE, Syria and Yemen as per Malaysian Immigration's ruling.
- 7.3.3** Students are responsible for applying the dependent pass by themselves.
- 7.3.4** 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.

7.4. International Student Handbook

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

8.0. LIBRARY

The Library is a major feature of the University. The Library occupies the entire top floor of the Resource Centre. It has an area of over 1,600 square meters.

Opening Hours

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

The Library has a rapidly growing collection of books, periodicals and other learning materials. The collection includes items of general interest especially materials that are closely related to the courses offered at Nilai University. These include materials and books on Business and Management, Accounting, Computer Science, English Language, Engineering, Social Sciences, Natural Sciences, Applied Sciences, Liberal Arts, Humanities and Education.

Membership

The library is open to all students of Nilai University, faculty members and administrative staff.

Borrowing Privileges

Type of materials	Full-time Staff	Part-time Staff	Students	Admin 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 4:30 pm)			
Past Year Examination Paper	2 items (1/2 hour)			

Type of materials	Full-time Staff	Part-time Staff	Students	Admin / Nilai International Staff
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:

- i) Open Shelf Books books can be **renewed once** before the due date.
- iii) Red Sport Books cannot be renewed.
- iv) Students are not allowed to borrow any books during the semester break.

Borrowing Hours – Open Shelf Books

DAY

TIME

Monday-Friday

8:00am – 4:45pm

Revision and Examination week

Monday-Friday

8:00am – 4:45pm

Borrowing Hours - Red Spot Books

DAY

TIME

Monday – Friday

8:00am – 4:30pm

Revision and Examination week

8:00am – 4:30pm

Information Service

DAY

TIME

Monday – Friday

8:00am – 4:45pm

8.1. Borrowing Procedures/Rules

- 8.1.1.** Students must have their Student ID cards in order to borrow Library materials. No Library materials are to be removed from the Library until they have been recorded and checked at the appropriate counter.

- 8.1.2. Students may borrow up to three(3) books at a time for 14 days and the same student can renew them only once.
- 8.1.3. Student may not borrow any item using another student's ID card.
- 8.1.4. Students are responsible for any damaged, lost, overdue for loans issued out in their names. They must report any damage/mutilation found in the library materials before borrowing, otherwise they are liable to pay any damage when the items are returned.
- 8.1.5. All books must be returned on or before the due date. Books must be returned immediately when recalled.
- 8.1.6. At the end of the semester, all Library books must be returned.

8.2. How to Borrow

- a) Hand over the book and your student ID to the Library staff on duty at the Circulation Services Counter. When the book and your Student ID card are returned to you, the book is considered borrowed.
- b) Please check to make sure that the due date stamp is correct.

8.3. How to Renew

- a) Bring along the materials borrowed to Circulation Services Counter.
- b) Books, which are not overdue, may be renewed if other Library users have not reserved them.
- c) The borrower must personally renew the books and they can only be renewed once.

8.4. Red Spot Books

Students may borrow books for 2 hours. If borrowed overnight this should be done 1 hour before closing time and returned before 10:00am the next day.

8.5. LRC Fines

CATEGORY	FINES (RM)	NOTES
Open Shelf Books	RM0.50 per day	Fines for overdue @ lost items are calculated from due date until the item is returned @ 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	

8.5.1. Open shelf books

An overdue notice will be displayed at the Library notice board as soon as the loan period expires. Books that are overdue will be subjected to a **fine**, which is calculated from the day the book is due back until the day the book is returned. The overdue fine charged is **RM0.50** per day per item.

8.5.2. Red Spot books

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

8.5.3. Loss of Materials

Students must report loss of library materials to staff at the circulation counter immediately. The borrower will be held responsible for any loss or damage of materials loaned and will be charged the cost of replacement. This includes the processing cost (RM10.00) plus any accumulated fines plus the cost of replacing the materials. In the case of Library materials that were reported lost but are found later and returned to the Library, the student concerned is still liable to a fine. The lost and found Library materials will continue to remain the property of the Library in spite of a replacement cost payment.

8.6. Library Classification System

The University Library uses the "Dewey Decimal System". This system is used worldwide. The 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.

8.7. Library Rules:

Please refer to Library Rules and Regulations on page 53.

8.8. Library Collection

The Library collection includes the following materials:

8.8.1. Reference materials

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

8.8.2. Open Shelf Books

This collection of books is placed on the shelves and is accessible to Library users. Students and staff must produce their student/staff identification card when borrowing books.

8.8.3. Audio-Visual Materials

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

8.8.4. Red Spot Collection

These are reading materials highly recommended by academic staff which comprises of books, monographs, examination papers, dissertations, newspaper clipping and articles. They can be obtained from the circulation services counter.

8.8.5. Computers

There are 40 computers available in the library for students and staff to surf for articles or get access to Database at any time during normal opening hours.

8.8.6. E-Databases

This is an electronic resource providing online information such as journals article, reviews, research papers, conference papers, proceedings and others. This information is available in the form of either full texts or abstracts depending on the type of subscription or open access by the Library.

a) Description JStor

Subjects Provides access to journal articles, books, images, and primary sources in 75 disciplines

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

b) Description Business Sources Complete

Subjects Provides bibliographic and full-text content for all business disciplines Case studies, Company profiles/Information records, Conference papers/Proceedings, Country Economic Reports, Swot Analysis, Trade Journals & General Business Magazine.

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

Note: If in doubt about using any part of the library or where to find information, please seek assistance from our Library staff.

8.9. Facilities

8.9.1. Discussion Rooms

Discussion Rooms are provided for group study and discussion. Duration of use of the discussion rooms is 2 hours. Number of users should not be less than 3 but not more than 10 persons. Users must write down their particulars in the discussion room logbook and leave their Student ID Card at the circulation services counter.

8.9.2 Audiovisual Room

The Audiovisual Room is mainly used for group viewing, as seats are available for 25 persons. Students must write down their particulars at the circulation services counter before using the room.

8.9.3. Scanning

Scanner machines are available in the library.

8.9.4. Lockers

Lockers are available on a first-come first-serve basis without any charges. Users have to register to obtain the locker key and leave their Student ID Card at the circulation services counter.

8.9.5. Book Drop

There are 1 unit of book drop available for your convenience to return books outside library opening hours in which located beside the ATM machine. Only **Red Spot Books** borrowed need to be returned at Circulation counter.

9.0. IT SERVICES

9.1. Computer Laboratories

The University has computer labs 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 8:00 pm (Mondays to Fridays). These hours may be extended if warranted.

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.

9.2. Lab Security

Vandalism and/or theft of computers and/or their peripherals will result in stern disciplinary action. Security cameras are in place 24 hours to secure equipment and capture any incident.

9.3. 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.

9.4. 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 your 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 pants 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.

9.5. Internet Connection for Hostel and Apartment

The Internet connections in the hostel and apartment blocks are available 24 hours daily. Wireless access (WIFI) based on the 802.11b/g standard is available for hostel blocks (HC,HD,HE,HG). 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).

9.6. 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. As Internet access is provided FREE to the students, the University reserves the right to discontinue or disallow anyone from the use of this service.

9.7. 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.

9.8. Classification of Computer-Related Offences

Computer-related offences are classified into Three Categories:

9.8.1. 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
- d) Importing software of unknown or suspicious function or quality (the primary vehicle for introducing viruses)
- e) Not properly attired; wearing sleeveless shirts, revealing clothes, slippers & short pants in the Computer Labs
- f) The use of any personal computer or notebook is not permitted in 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.

9.8.2 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
- d) Purposely sharing files that contain Viruses/Trojans to other
- e) Interfering in any way with another's use of the University's equipment or services
- f) 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.

9.8.3 Criminal Offences – Severe

- a) Using University computing facilities and/or services for commercial purpose
- b) Knowingly introducing a computer virus or other destructive programmes
- c) Running any kind of cracking/hacking software(s)
- d) Running any kind of server software(s) that prevent/block/limit others to use Internet
- e) Damaging or stealing University property/equipment(s)
- f) The surfing or running of indecent or illegal sites in the Campus
- g) 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 if the computing privileges are to be reinstated to the user.

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

10.0. FACILITIES

10.1. SPORT FACILITIES

Nilai University has facilities for basketball, volleyball, tennis, badminton, netball, rugby, table tennis and football on campus. Students can borrow sports equipment from DSA for the sports mentioned above.

10.2. GENERAL FACILITIES

10.2.1. Parking Area

Cars and Motor Cycles

Cars and motor cycles 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 semester.

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 car parking areas for staff only because these areas are Clamping 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 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.

10.2.2. Automated Teller Machine (ATM)

An ATM machine is also available in the Campus and are located near the Resource Centre Walkway.

10.2.3. Self Service Laundrette

Self Service Laundrette is available at Block HB. Self service laundries are also available at Level 1 of all Hostel Blocks.

10.2.4. Cafeteria

The Cafeteria consists of stalls offering 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 from time to time

10.2.5. Drop 'n' Go Zone

All students, staff, visitors at the Cafeteria are encouraged to place their own plates, cutleries and cups after their meals to the designated disposal areas around the cafeteria. This helps create a more comfortable and clean environment.

10.2.6. Self Service Printing Machine

There is a Self Service Printing Machine located at the ground floor of Resource Centre that managed by Print on the Go. It is serves to provide and to meet all the printing and photocopy of the students.

10.2.7. Common Rooms

Common rooms in the residential halls are Open 24-HOURS for students to study or to hold discussions. Likewise other common rooms near the lecture halls are also used for these activities.

10.2.8. Student Transportation

a) Shuttle Services

The university bus runs a regular shuttle service between Nilai KTM Station and Nilai University both before and after scheduled classes. Students and staff are permitted unlimited use of this service. Upon boarding the buses, all passengers are required to present a valid Nilai University ID card to the driver. Please refer to the student notice board for further details.

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

Generally, misconduct on the University bus will result in a possible suspension to travelling in the University bus. The University bus must be maintained as clean as possible at all times. University suspension, including expulsion, will occur only in special cases of misconduct that warrant this type of action.

b) Limited Holiday Service

During University semester breaks and Public Holidays, the Campus bus service will be operating at a limited schedule.

c) Campus Shuttle Stops

For passenger safety, the Shuttle Service will only stop and pick up passengers at designated bus stops.

11.0. SECURITY

11.1. Campus Security

The Security Department is responsible to assure 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

Student must put on their Student ID at all times when on the Campus. This will identify trespassers easily. If you see a trespasser in the Campus, quickly call the Security Personnel (SP) so that necessary actions can be taken.

11.3. Visitors

Visitors are not allowed to enter the Campus after 10pm nor sleep in the student's room. Upon entry, the visitor will leave their driving license at the Security Guard House and received the Visitor's Tag, Vehicle Pass and the Visitor's Slip. Visitors must put on the Visitor's Tag and the host must sign the Visitors Slip as an acknowledgement of his/her visit upon departure. Disciplinary actions will be taken to student who allows visitors' including Off-Campus student to sleep in his/her room.

11.4. Student Movement After 11.00pm

Students who are staying in the hostel must write down the required data in the book provided at the Security Guard House and always carry a student ID whenever leaving or entering the campus after 11.00pm. Security Guards have the right to detain or inspect drivers, passengers or vehicles when entering the campus. If the student fails to comply with this ruling, Security Guards have the right not to allow the vehicle to enter the campus. Then, students need to walk to/from the hostel depending on the circumstances.

11.5. Tips That Can Save Your Life

- 11.5.1.** Let someone know where you will be. On-Campus students leaving the Campus should record their particulars at the Security Guard House.
- 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

Student MUST take care of their own personal belongings. The attractive ones are the wallet, hand phone, computer laptop, pen drive, gold and jeweleries. Students are advised to ensure that the above items are attended to at all times. If not attended they must be watched by friend for certain period or kept under lock and keys. The sense of safety towards personal belongings must be instilled and never neglected. Such items lost are difficult to recover even there are witnesses or losses that took place within the CCTV cameras coverage area. Security Personnel (SP) available in this campus could not afford to monitor all personal items of students.

11.8. Found Items

If the owner is unknown, items found can be surrendered to the DSA or to the Security Office. The items must be surrendered the same day. SP entrusted by Nilai University will be available at the Guard House for 24 hours to assist on this matter. The found items will be listed, recorded and counter signed by the student who surrender the items. Security office will then list down the items and forward them to the DSA or the related department for their subsequent action to return the items found to the owner.

11.9. Traffic Rule Violation

The traffic system in the campus is no difference than the one used at other campuses or premises within the country. Road users offences too are similar such as:

- 11.9.1.** Double parking.
- 11.9.2.** Parking at the no parking sign such as water hydrant, yellow line and cross yellow line.
- 11.9.3.** Car parked to the extent of hindering the smooth flow the traffic.
- 11.9.4.** For the first offence, a parking notice will be issued and Security will keep the record.
- 11.9.5.** For the next offence, car will be clamped and fine RM50.00 The clamp will be open once the fine has been paid to the payment counter located at the OAR.

Please refer to the traffic rules and regulations on page 55

11.10. In Opposite Gender's Room

To be in the opposite sex's room is an offence in this University. The rooms are only meant for students from the same sex. Male and female students can meet and discuss in classroom, canteens but never together in the rooms. Disciplinary actions to the extent of legal actions will be taken against those who violated this rule.

11.11. Smoking / Consuming

Smoking cigarettes or any form of smoking paraphernalia, marijuana or consuming cannabis is NOT allowed in this campus. This regulation is in line with the prevailing government policy. Disciplinary actions to the extent of legal actions will be taken against those who violated this rule. The fine for smoking is RM200.00.

11.12. Substance Abuse

Only drugs that has been prescribed by the doctor is allowed to be consumed or used by the patient (student). The misuse of drugs without the doctor's prescription such as the consumption of cough syrup is an offence. Disciplinary actions to the extent of legal actions will be taken against those who violated this rule.

11.13. Alcohol Consumption

The possession and consumption of alcohol in the campus is NOT allowed. Disciplinary actions to the extent of legal actions will be taken against those who violated this rule.

11.14. Gambling

Any forms of gambling in the University is strictly prohibited. Disciplinary actions to the extent of legal actions will be taken against those who violated this rule

11.15. Loud Noise

Sound, especially radio when it is switched on loudly is unpleasant or disturbing to others. This matter is not allowed in the campus. Students living in the hostels are advised to put their radio at the reasonable volume. Disciplinary actions will be taken against those who violated this rule.

11.16. Vandalism

Deliberately destroys or damages of University's property for no reason is NOT allowed on campus. Disciplinary actions to the extent of fines will be taken against those who violated this rule.

11.17. Fire Crackers

Fire crackers explosion can lead to loud noise and can also cause fire. The possession and ignitions of fire crackers in the University is NOT allowed altogether. Disciplinary actions to the extent of legal actions will be taken against those who violated this rule.

11.18. Broken Door

Similar to vandalism, this may be done deliberately. Students are advised to get assistance from SPs or Resident Fellow should they faced any problem pertaining this matter. Disciplinary actions will be taken against those who violated this rule.

11.19. Graffiti

Similar to vandalism, this may be done deliberately. Students are advised to get assistance from related staff such as a counsellor should they need one. Disciplinary actions to the extent of legal actions will be taken against those who violated this rule.

11.20. Accidents / Scratches

Accidents/scratches normally happened not on purpose. If it happened both parties involved must discuss to settle the dispute relevant to the accident/scratches. Security Personnel as the third party can be called to assist in resolving the matter. The matter is to be reported to the police if both parties cannot compromise between one another regarding the accident.

11.21. Illegal Squatters

Students who do not have room or are not registered on the hostel lists are NOT allowed to stay/live with other students in the hostel. Disciplinary actions will be taken against those who violated this rule.

11.22. Bully

Staff/students who used force, their seniority or power to frighten or hurt weaker students are categorized as bullies. Bullying is NOT allowed in this campus. Disciplinary actions to the extent of legal actions will be taken against those who violated this rule.

11.23. Criminal related incidents

Below are some of the crime related matters that students MUST refrain themselves to avoid the unnecessary hassle such as being locked up in the police station, imprisonment and so forth:

- 11.23.1.** Break in;
- 11.23.2.** Motor vehicle theft;
- 11.23.3.** Fighting;
- 11.23.4.** Harassment / Intimidation;
- 11.23.5.** Possession of weapon;
- 11.23.6.** Attempt to committing suicide;
- 11.23.7.** Stealing; and
- 11.23.8.** Drugs.

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

Contact Numbers – Emergency Cases. Below are the Hotline 24 Hours contact numbers related:

- 11.24.1.** 24 hours Campus Security 06 850 1569.

11.24.2.	Nilai University	06 850 2338.
11.24.3.	Nilai Police Station	06 790 4222
11.24.4.	Nilai Fire and Rescue Department	06 794 0052
11.24.5.	Klinik Kesihatan Nilai	06 794 8581
11.24.6.	Arelius Hospital	06 850 0799
11.24.7.	Seremban Hospital	06 768 4000
11.24.8.	Serdang Hospital	03 8947 5555

12.0. CODE OF CONDUCT

Nilai University is committed to the all-round development of its students. Our philosophy is premised on the belief that a holistic education encompasses academic learning, character building and social development. As a member of the Nilai International community, you should be able to live and learn in an environment which is orderly and peaceful.

Nilai University is proud to be a multi-cultural community, with students from many countries living harmoniously under one roof. As such, it is important to respect and appreciate other cultures and beliefs. Nilai University, also, strongly promotes a personal value system, which means that all members of the community are responsible for their own actions.

12.1. Attendance

- 12.1.1.** Attendance is an important aspect of academic learning and as such, students are required to attend classes regularly and fulfill attendance requirements
- 12.1.2.** 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
- 12.1.3.** Each programme handbook stipulates the required attendance for that programme. Students who fail to satisfy the attendance requirement could be barred from taking final examinations
- 12.1.4.** If a student is absent, he/she must produce a medical or other acceptable document

12. 2. Punctuality

Students are expected to be on time for classes and any academic as well as non-academic Nilai University 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 deadline
- 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 for them

12.4. Academic integrity

Academic integrity is vital to the quality of the academic environment. Cheating, in any form, is a very serious offence, which could lead to severe disciplinary action. Cheating includes:

- a) using unauthorised materials in tests and examinations;
- b) letting another person take tests or examinations on one's behalf OR taking tests or examinations on another person's behalf;
- c) working jointly, copying or sharing another student's work and presenting it as one's own piece of work;
- d) inventing, copying or altering data, quotations or references;
- e) plagiarising, i.e. taking or using another person's work without attributing the source and thus, giving the impression that it is one's own work.

12.5. No gift policy

Students must never directly or indirectly, offer any gifts, hospitality or gratification of any kind, no matter the value to any academic or non-academic staff in respect of any dealing with the University. The University will take stern action against the students who found doing so which includes disciplinary actions and/or other action(s) deemed appropriate.

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 and/or physical harassment of others is not acceptable.
- c) Respect for other cultures is important and as such, sensitivity is required when dealing with other students from different cultures.
- d) Smoking is prohibited within the campus.
- e) Students are expected to come to campus free from the influence of alcohol or drugs. Students should not possess such substances.

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 respond in a respectful manner to all Nilai University staff while under the jurisdiction of the University and, while participating in Nilai University sponsored activities.

12.8. Respect for property

- a) Property belonging to the University and to others is to be treated with care. Acts of vandalism will not be tolerated.

12.9. 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.

13.0. 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 maintain 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 personal 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, the following:

I. Physical abuse or dangerous activity resulting or likely to result in physical abuse of person or property

Physical abuse and dangerous activity include:

- i. Actual physical abuse or threat of physical abuse to another person;
- ii. Damage to another person's property;
- iii. Knowingly, and without just cause, cause another person to fear physical abuse or fear damage to his/her property; and
- iv. Creating a condition that unnecessarily endangers or threatens the health, safety, or well-being of other persons, or could cause 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 instructor, officer, or other 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 are expected to treat the buildings, books, apparatus, specimens, computers and other facilities provided by Nilai University with care and respect. Acts of vandalism and wilful damage to University property will not be tolerated. Students who accidentally damage a property, but do not take responsibility for the damage, will also be deemed to have committed an offence.

V. Act of bribery or corruption

Acts of bribery include the giving of money, gift or any kind of inducement on the expectation that the recipient will behave in a manner that will bring an advantage to the giver. Corruption involves persons who abuse a position of trust to gain an unfair advantage.

VI. Act of dishonesty

Acts of dishonesty usually lead to a situation where the offender gets an unfair or unlawful advantage or when the result is that another person suffers damage.

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

To ensure the safety and security of the community, students are prohibited to consume alcohol while on campus or bring any alcoholic drinks into 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 befits future professionals. Students must dress properly and decently while on campus and when representing Nilai 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 at all times and to be accountable for their actions. They are not to engage in any activity which might bring the good name of the University into disrepute.

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 deemed to be in breach of discipline may be liable to one or more of the following penalties:

- i. an admonition;
- ii. a reprimand;
- iii. a fine;
- iv. suspension of the right to use university services or facilities for a stipulated period of time;
- v. requirement to make good to the satisfaction of the University any damage or injury caused to the property of the University 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.

14.0. DRESS CODE

Nilai University is preparing students to be professionals. As such, students' dressing should reflect a sense of professionalism. Students must also dress appropriately while they are representing the University for any off-campus activities or events. Listed below is the general code of dressing. Some programmes have specific dress code which is applicable to students enrolled in the particular programme.

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• 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">• Singlet or spaghetti strap tops• Shorts including Bermuda shorts (allowed during sports or leisure events)• Revealing clothes (including low-cut blouses, see through attire, midriff tops/dress) or purposely ripped attire• Slippers or flip flops
Note: ID Tag must be worn at all times	

15.0. INFORMATION TECHNOLOGY RULES AND REGULATIONS FOR STUDENTS

Students using computing facilities provided by the University must observe the following rules and regulations. Any infringement may result in the user's suspension from using the computing facilities and/or a referral to the Registrar for disciplinary action.

- 15.1.** The facilities are to be used for communication or educational purpose only. Use for the following purposes is not allowed:
- 15.1.1.** Commercial activities
 - 15.1.2.** Accessing pornographic materials
 - 15.1.3.** Accessing sites that advocate violence or discrimination
 - 15.1.4.** Hacking websites
 - 15.1.5.** Downloading pirated software
 - 15.1.6.** Playing computer games
- 15.2.** Students are not allowed to remove or deface any hardware. Such acts will be deemed to be acts of theft or vandalism.
- 15.3.** Students are not to install, update or alter any software in any computer provided by the University.
- 15.4.** Students are not allowed to copy any programmes or software from a computer without authorisation from the Information Technology Department.
- 15.5.** All personal software used by student on a computer must be a licensed copy. Use of an unlicensed copy infringes copyright law.

- 15.6.** Students are to save their files in their personal drive. Any files saved on the computer's hard drive will be cleared during the regular maintenance service.
- 15.7.** Consumption of food and drinks is not allowed in the laboratory.
- 15.8.** Students are required to wear their Student ID Card when in the computer laboratory.
- 15.9.** Students are to be properly attired when using the computer laboratory facilities. Students who are found to be inappropriately attired, including wearing slippers, shorts/ Bermuda shorts, singlets and spaghetti strap tops, will be asked to leave the computer laboratory.

16.0. 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.

- 16.1.** Silence must be strictly observed in the Library at all times. All handphones should be switched to the 'Silent' mode.
- 16.2.** Students are required to wear their Student ID Card use when in the library.
- 16.3.** Students are to be properly attired when using the library facilities. Students who are found to be inappropriately attired, including wearing slippers, shorts/ Bermuda shorts, singlets and spaghetti strap tops, will be asked to leave the library premises.
- 16.4.** No bags are allowed in the library. Bags can be stored at the cubicles provided next to the lift. The Library bears no responsibility for any loss of personal belongings or property on its premises including the cubicles provided.
- 16.5.** Reservation of seats is not permitted. Books and other articles left on the tables or chairs may be removed without prior notice.
- 16.6.** Library materials and furniture should not be misused or moved.
- 16.7.** Students are to place books on the trolley once they no longer need them.
- 16.8.** Writing or leaving any marks in books or on furniture is strictly forbidden. Such acts will be considered as vandalism.
- 16.9.** All instances of vandalism and theft will be referred to the Registrar for disciplinary action.
- 16.10.** 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.
- 16.11.** Students are to return books by the deadline indicated. The penalty for overdue for open shelf / audio visual materials is fifty cents (RM0.50) per

calendar day per item. The penalty for Red Spot materials is fifty cents (RM0.50) per hour per item and RM1.00 per day per item for overnight items.

- 16.12.** Borrowers are held responsible for the safe custody of the materials on loan to them. They are required to pay the cost of replacement of any lost or damaged items that are on loan to them. An additional handling fee of RM10.00 will be levied for each lost or damaged item.
- 16.13.** All litter should be thrown in the trash bins available in the library.
- 16.14.** Library users are reminded of the copyright laws while copying any materials borrowed from the library.

17.0. TRAFFIC RULES AND REGULATIONS FOR STUDENTS

17.1. General

- 17.1.1.** Students who operate a motor vehicle on campus are bound by the provisions of the Malaysian Road Transport Act 1987 (Act 333) and all its subsidiary legislations.
- 17.1.2.** Students must have a valid driving license and ensure that the vehicle that they are operating has a valid registration (road tax) and insurance.

17.2. Vehicle Pass

- 17.2.1.** Students are required to register the vehicle which they are operating with the Security Office and obtain a valid vehicle pass.
- 17.2.2.** Students may be issued either a Student Vehicle Pass or a Student Vehicle Temporary Pass for each registered vehicle.
- 17.2.3.** 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 semester in which the student is registered and expires in the second week of the subsequent semester.
- 17.2.4.** 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 would be returned upon exit.
- 17.2.5.** The Vehicle Pass is to be displayed prominently on the motor vehicle.
- 17.2.6.** The University has the right to reject an application or to 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.

17.3. 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.

17.4. 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.

17.5. Parking of Vehicles

17.5.1. 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.

17.5.2. 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.

17.5.3. 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.

17.6. Traffic Direction

17.6.1. Students must comply with all traffic direction and traffic signs in the University.

17.6.2. Students must comply with the instructions of the security personnel who have been assigned to direct traffic.

17.6.3. Students must not conduct themselves in any manner which obstructs or interferes with the smooth and orderly movement of traffic within the University.

17.7. Abandonment of Vehicles

A vehicle found to have been parked in a particular spot for more than one semester will be deemed to be an abandoned vehicle. The Management of the university reserves the right to report the abandoned vehicle to the authorities and arrange for it to be moved out of the university's premises.

17.8. 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.

17.9. 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

18.0. GYMNASIUM RULES AND REGULATIONS FOR STUDENTS

Students using the Gymnasium (Gym) must observe the following rules and regulations. Any infringement may result in the user's suspension from using the Gym and/or a referral to the Registrar for disciplinary action.

- 18.1.** Members are not allowed to bring guests into the Gym. Users may be subjected to checks for membership verification.
- 18.2.** Members should consult their physician for the appropriate exercise regime. Any exercise undertaken without the above shall be done at the member's own risk.
- 18.3.** Members are to be dressed in appropriate sports attire at all times. Appropriate sports shoes are to be worn. Slippers/ sandals/ boots/ smart casual shoes/ shoes with spikes or protrusions are not allowed.
- 18.4.** All members are to bring a towel which is to be used to wipe the equipment after use.
- 18.5.** No food and drinks are allowed at the workout area. Smoking is strictly prohibited.
- 18.6.** Members should use the cubicles provided to store their belongings. No personal belongings are to be brought into the workout area. Storage of valuable items is at the member's own risk. The University is not responsible for any loss or damage.
- 18.7.** Members must adhere to instructions on the usage of the exercise equipment. Weight lock must be used at all times while using the bar bells.
- 18.8.** Members are not allowed to take any equipment out of the gym. Such acts are deemed to be acts of theft.
- 18.9.** Members must treat the Gym equipment with care. Loaded bars must not be dropped onto the floor. All portable gym equipment (such as weight plates, bar bells and dumbbells) must be returned to their original positions after use.
- 18.10.** A member who causes damage to the equipment wilfully or due to an act of negligence shall bear the cost of repairing or replacing the equipment.
- 18.11.** Members are reminded to be considerate of other users. A user is allowed a maximum of 20 minutes at a station when there is another user waiting in line to use the equipment.
- 18.12.** Members must comply with any instruction given by personnel from the Department of Student Affairs (DSA) or its representative.
- 18.13.** Any DSA personnel or its representatives may request members who are found to be in breach of any of the rules and regulations to cease their action or to leave the Gym immediately.

- 18.14.** The University, its staff, agents or representatives shall not be liable for any mishap, disability, damage, loss, injuries or deaths howsoever caused arising from or in connection to the use of the Gym.

19.0. EXISTING UNIVERSITY RULES & REGULATIONS

This handbook is supplementary to existing University Rules and Regulations and does not alter or modify any other existing University Rules and Regulations

- 19.1.** Those who violate the computing resources usage policies will be subjected to the normal disciplinary procedures of the University, which may result in computing privileges.
- 19.2.** Violations of the policies described below for legal and ethical use of computing resources will be dealt with in a serious and appropriate manner. Illegal acts involving the University computing resources may also be subjected to prosecution by local, state or national authorities.
- 19.3.** Any violation not specifically listed in the list of computing offences mentioned will be referred to the appropriate University official for determination of 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

Arelus 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

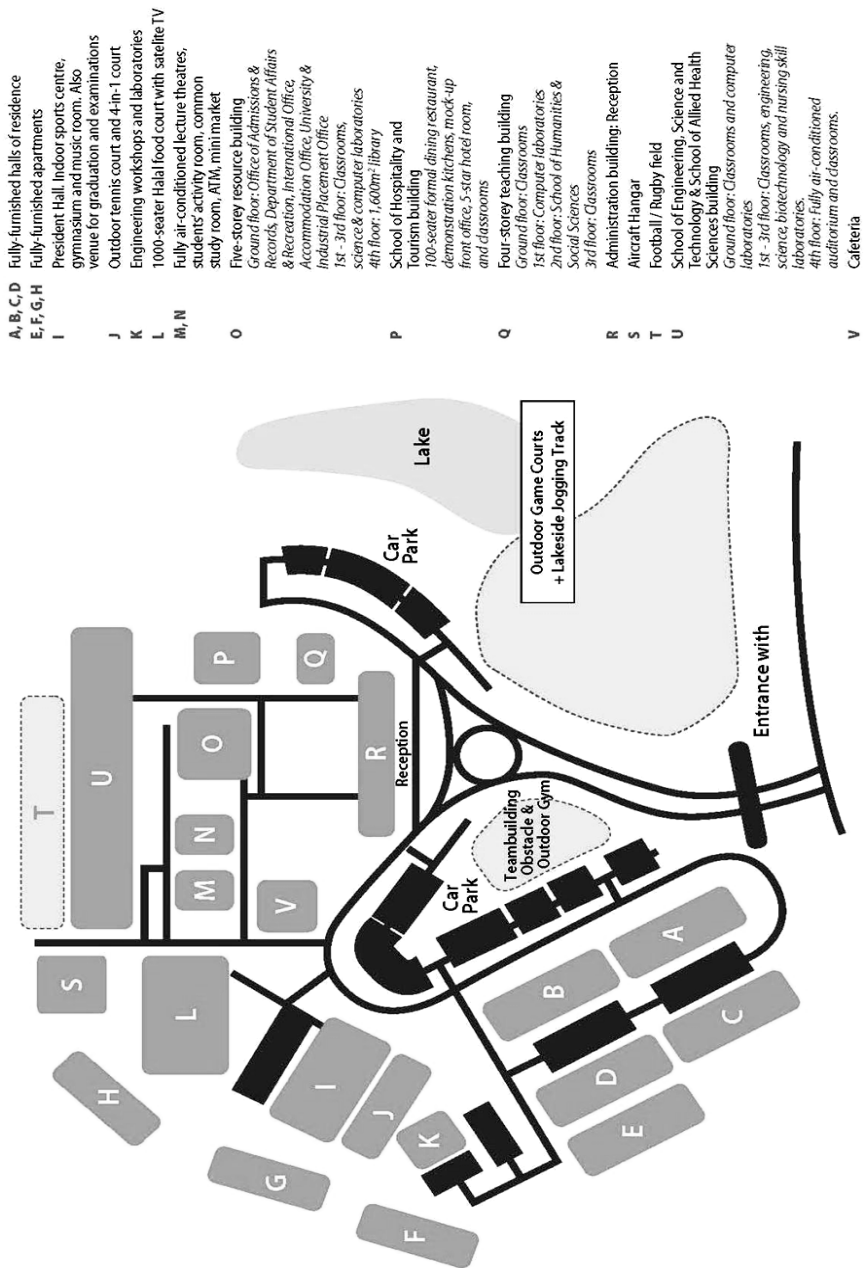
BSN	Tel: 06-7991560
Public Bank	Tel: 06-7991066
Maybank	Tel: 06-7993316

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.

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