



DU044(B)

MAHSA
UNIVERSITY

2021/22

STUDENT HANDBOOK

BE MORE!



CONTENT

PG TOPIC

- 3 Message from the Vice-Chancellor**
- 4 MAHSA's Equity Policy**
- 5 Vision, Mission & Quality Policy**
- 6 Personal Qualities**
- 7 Core Values**
- 8 Student Responsibilities**
- 9 Student Admission & Registration (STAR)**
- 10 Health Assessment**
- 11 Fee Payment & Financial Support**
- 12 University Fee Policy & Scholarship**
- 24 Full-time & Part-time Students**
- 25 Academic Calendar**
- 26 Duration of Study**
- 26 Exemptions & Credit Transfer**
- 28 Attendance**
- 28 Notice of Absence**

PG TOPIC

- 29 Learning Management System (LMS)**
- 30 Examinations**
- 33 Grading System**
- 37 Awards**
- 39 Breach of Discipline & Penalties**
- 41 Deferment of Semester**
- 42 Withdrawal**
- 43 Student Central**
- 49 Security Safety & Health**
- 50 Campus Facilities**
- 51 Library**
- 53 MAHSA Recreation & Sports**
- 56 E-Sports Centre**
- 57 The Habitat**
- 58 Alumni Central**
- 59 Data Protection Policy**

MESSAGE FROM THE VICE-CHANCELLOR



First and foremost I wish to congratulate you for successfully gaining admission to MAHSA University. Welcome to the MAHSA Family and into our distinguished faculties and schools. You are now part of a network of over 20,000 alumni, and 8,000 students from over 75 different nationalities.

You have chosen MAHSA University as the place to gain essential knowledge and skills in realising your dreams to become highly competent professionals, ready for the challenges and opportunities of the current industrial revolution.

Given our strength in global diversity, we are able to offer a uniquely global academic experience. Our internationalisation-at-home experience is a great exposure in preparing you to enter the global workforce.

The **MAHSA360** approach is unique to MAHSA in that the specially designed ecosystem ensures every student is nurtured and supported throughout their student journey with added training and skills taught to our graduates through our IR4.0-Driven Masterclasses which are assured by Pearson, and P.R.I.D.E (Professional, Industry-Driven Education) which is MAHSA's Passport to a Professional Career anywhere around the world. Hence, at MAHSA, your learning is personalised and customised to ensure that you will always have the equitable chance of success as you are given the opportunities to develop quality skills that go beyond your fields of study.

I am certain you will achieve your goals and embark on that rewarding career you have aspirations for and I wish you an enjoyable and productive journey in MAHSA University.

Prof. Dato' Dr. Ikram Shah bin Ismail

MBBS (Qld) PhD (Wales) FRCP (Edin), FAMM, FACE, FASc



STUDENT EQUITY POLICY

MAHSA believes every individual is unique and deserving of an education that is equally accessible and delivered to all without discrimination or harassment on the basis of race, colour, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran.

Students are encouraged to report all perceived incidents of discrimination or harassment through the right channels

either through their Faculty or through Student Central and is to refrain from taking the matter out into social media or any digital platform without first attempting to discuss and resolve the issue internally.

MAHSA shall do everything possible in its means to ensure, each student is governed by the policies our institution upholds and is treated equally and fairly.

VISION

To be the Centre of Excellence for Higher Education in the region.

MISSION

To be committed to the delivery of education of the highest quality with emphasis on hands-on training.

To produce competent and highly skilled professionals through qualified, dedicated and experienced teachers.

To provide state-of-the-art facilities to ensure the desired standards in education.

To facilitate local and international networking for students and staff.

To enhance and provide research and innovation opportunities at all levels.



QUALITY POLICY

MAHSA University is committed to provide quality education that puts our students at the frontiers of knowledge in diverse disciplines through systematic and professional management in line with international industry benchmarks.

We inspire innovation through continuous improvement activities to achieve our strategic vision of becoming the centre of excellence in Higher Education in the region.

- Deliver top-notch education, which meets the expectations of students, industry and society as a whole.
- Excel in education and improve, elevate, develop and deliver courses which transcend the expectations and requirements of students.
- Plan and develop activities and programmes with total commitment and involvement of our students and staff.
- Continuously upgrade the knowledge and skills of all our employees through a planned development of staff for content updating and training in professional skills.
- Maintain good two-way relationships with sponsors and other interested parties.

PERSONAL QUALITIES

THE PERSONAL QUALITIES ARE THE INDIVIDUAL VALUES THAT ARE TO BE GARNERED WITHIN EACH OF US

Be Empathetic: Understand and respect the feelings of others. Treat others the way we want to be treated.

Be Intuitive: Listen to your intuition before you decide and act. Trust your senses.

Be Creative: Think outside the box.

Be Curious and Open-Minded: Allow our minds to be stretched. Allow new ideas to flow.

Be Passionate: Passion is the energy and fire that comes from within us. Give the best we can. With our passion and enthusiasm, we energise, engage and inspire others.

Be a Life Long Learner: Dedicate ourselves to Continuous Education. Always be hungry for new knowledge.

Be Persuasive: To be persuasive is to have charisma and character. Leadership is about persuasion, presentation and people skills.

Be Responsible & Kind: Deliver our best, exceed our obligations and be reliable. Treat others with respect and help team mates who are struggling. Share ideas and information freely.

Be A Leader: A leader knows the way, goes the way, and shows the way. Lead ourselves first, before we lead others. Show our commitment to personal growth.

Be Honest & Have Integrity: Do the right thing, even when nobody is watching. Keep our word, keep our promises. Take responsibility for our actions. Be consistently open, honest, ethical and genuine.

Be Self Aware: Be conscious of our strengths and weaknesses, our actions and reactions, our motivations and emotions. Self-awareness lets us see who we are and where we are going.

Be A Good Listener: Listening broadens our perspective. It gives us the freedom to express ourselves. It promotes understanding and builds trust.

Be Courageous, Be bold. Be Entrepreneurial: Take risks. Have confidence and reach beyond boundaries. Challenge the status quo.

Be Whole Hearted: Let go of self-doubt and fear. Let go of what others think. Give one hundred percent of ourselves to whatever are doing. Have complete faith that we are worthy to pursue our life goals.

CORE VALUES

Unity: We are each different in our thinking, knowledge and talents. Yet, we are united in our shared purpose. With teamwork and collaboration. Unity is our Strength.

Equity: We are committed to providing equitable access and opportunity. We will be just, fair, and inclusive, enabling all people to reach their full potential. We will personalise learning, ensuring that each student will receive a great education.

Humanity: Through our actions and ideas, we will restore humanity in each person we work with by sharing, receiving, and coexisting with the hearts and minds of everyone.

Empathy: Empathy allows us to be the leader we want to be, someone who reaches outwards and brings out

the best in others and rallies them around a shared purpose.

Innovation: Innovation starts from a desire to do things better, to help our Group achieve far greater things and impact more people. To cultivate an innovation mindset, we must Be Intuitive, Be Creative, Be Passionate and Be Courageous.

Environment: We aspire to create a social environment where everyone can dream big, have fun, and do good. We are committed to environmentally sustainable policies and practices, helping the communities in which we live and study.



STUDENTS' RESPONSIBILITIES

Students are required to take note and comply with the latest rules, regulations and guidelines that have been imposed by the University.

Students shall take all necessary and appropriate steps to ensure the following:

- a. Compliance with the academic conditions and criteria pursuant to the academic regulations of the University.
- b. Compliance with the registration process and due submission of all requested documents.
- c. All university fees are paid in accordance to the agreed payment schedule and records as well as receipts of payments to be retained by the students for record purposes.
- d. Attend lectures, practical sessions, and attachments at clinics, industries and practical areas as required by the University. Be proactive in obtaining guidance and advice from lecturers, mentors, programme coordinators, student counsellors, administrative staff and management staff to solve any problems faced during the course of study.

To not do anything that might bring disrepute to or damage the good name of MAHSA University, including but not limited to attire, comments made on social media or political or racial statements.

Students shall be fully accountable for any repercussion as a result of non-compliance to the rules, regulations and guidelines imposed by the University.

To dress appropriately at campus and to use the laboratories coats and the relevant Personal Protective Equipment (PPE) when using the laboratories . To follow the dress code established by the industry or hospitals for internship or clinical placement. Students are required to carry themselves in a manner that is befitting to a student of the University.



STUDENT ADMISSION & REGISTRATION (STAR)

STAR

The Centre for Student Admission and Registration (STAR) is responsible in handling all student admissions and registrations into the University before a potential student is handed over to **STUDENT CENTRAL**.

REGISTRATION

Registration is the process in which an applicant is officially entered into the active register of the University. The registration process includes submission of pertinent documents and payments.

ENROLMENT & RE-ENROLMENT

All active students are required to enrol for courses for the semester. For on-going active students this exercise is done 2 weeks before the current semester examination. The re-enrolment exercise is to ensure that continuing students are aware of their workload for the next semester and to allow the student to make arrangements for staggered payments if the University Fees are not paid. This process will be repeated each semester until completion of studies.

LATE REGISTRATION & ENROLMENT

Any student who does not register and enrol within the

timeline set for the registration and enrolment will have to undertake a late registration and enrolment. A late registration and enrolment fee of RM100.00 per week will be charged to the students.

NON-ENROLMENT

Any student who does not perform the enrolment or re-enrolment exercise is considered as 'inactive'. Such students will not be eligible to have access to the facilities of the University and to attempt any assessment for the course(s). Any student who fails to enrol for two (2) consecutive semesters will be deemed as having withdrawn from the programme and the University. The respective faculties will initiate the paperwork for the withdrawal process by filling up the withdrawal form.

APPEAL AGAINST NON-ENROLMENT

A student may appeal against non-enrolment. For new students, the appeal may be made through the Admissions Department to the Deputy Vice-Chancellor of Academic Affairs. For ongoing students, the appeal should be made through the Dean of the faculty to the Deputy Vice Chancellor of Academic Affairs.

AUDIT STATUS

A student may be allowed to audit a course. Audited courses do not carry a grade and the credit hours will not be counted as part of the graduation requirement. A student on audit status may be exempted from attempting the final examination but is required to participate in continuous assessment.

UNIVERSITY HEALTH ASSESSMENT

MAHSA places great importance in physical and emotional health and emphasises on healthy living. All students must undergo health screening prior to admissions. Health assessment is given to all registered students of MAHSA and it is complimentary for a period of one month from the date of registration and is provided by MAHSA Health Services which offers experienced general practitioner and medical care services such as

- Medical screening and health checks
- Treatment of illness and injury
- Assistance with emotional and personal difficulties
- Health advice on nutrition and wellbeing
- Physical therapy
- Eye care
- Dental checks and services
- Pathology testing, including blood tests
- Advice and immunisation
- Referral to specialists and X-ray services



Students pursuing certain programme such as medicine, nursing, dentistry and health sciences may be required by the relevant governing bodies to obtain vaccination prior to attending internship or any placements or maybe required to do another medical-check after two years.

Student shall inform the Registrar/STAR beforehand of any allergy or health condition which may affect their studies.

FEE PAYMENT & FINANCIAL SUPPORT

UNIVERSITY FEES

University Fees (including but not limited to registration fees, course fees, hostel accommodation and all other such fees as may be charged by MAHSA University) shall be paid promptly and in accordance with the mode of payment as arranged and agreed by the management of MAHSA University. Any Student who fails to pay the University's fees in accordance to the agreed payment structure is in breach of the University's rules. The University has the right to issue a demand for payment and if the student fails, neglects and/or omits to pay the University Fees as demanded, University may exercise its discretion to take all or any of the following action until the outstanding University Fees are paid in full or in accordance to the payment scheme as agreed:

- a) Prevent and/or bar the Student from attending classes, lectures and tutorials;
- b) Prevent and/or bar the Student from using MAHSA University facilities and resources and subsequently sitting for examinations including deactivation of the Student ID Card; and
- c) Termination of the Student from the programme - The University reserves the right to seek legal recourse for unpaid University Fees and the student may be liable for all interest, damages, costs and expenses incurred.



FINANCIAL ASSISTANCE

A Student may seek loan facilities such as Perbadanan Tabung Pendidikan Tinggi Nasional (PTPTN), Majlis Amanah Rakyat (MARA), Employees Provident Fund (EPF) or any other financial sources to help pay the University Fees. The student should go to Finance Counter at Ground Floor

PTPTN loan facility or other loan facilities will enable the Student to either fully or partially pay their fees and subsistence for the duration of their study in the Institutions of Higher Learning (IPT). The actual sum provided under this scheme for each of the courses may vary from time to time. Student and parent are advised to check the sum provided under this scheme at the time of admission.

The University may assist the Student in obtaining loans from other sources.

SCHOLARSHIP

Scholarships are offered based on academic merits, extra-curricular activities or financial hardships. Some of these are:

- **Haji Abdullah Scholarship**

Programme Level: Diploma & Bachelor's Degree

Criteria: Students who can demonstrate financial constraints, and are excelling both academically and in extra-curricular activities

Value: Up to 50% of tuition fee

Application Deadlines: 30 April, 31 July, 31 October

- **Sports Scholarship**

Programme: Pre U, Diploma & Bachelor's Degree

Criteria: Students who are enrolled at MAHSA University and actively participating in sports at the national or state level

Value: Up to RM4000

Application Deadlines: 30 April, 31 October

- **Foundation Scholarship**

Programme Level: Pre-University

Criteria: Malaysian students with a minimum of 5 A's in SPM or O-Levels

Value: Up to 100% of tuition fees

Application Deadlines: 30 April, 31 July

- **Single Parent Scholarship**

Programme Level: All

Criteria: Malaysian children of single parent

Value: Up to RM4,000

Application Deadlines: 30 April, 31 October

- **School Teacher Scholarship**

Programme Level: All

Criteria: Malaysian school teachers, their children or spouses

Value: Up to RM4,000

Application Deadlines: 30 April, 31 July, 31 October

- **Graduate Research Scholarship**

Programme Level: Master's Degree/PhD

Criteria: Research area and interview

Value: Up to 30% of programme fees

Application Deadlines: 30 April, 31 October

- **Family Scholarship**

Programme Level: All

Criteria: Parents, children and siblings of

MAHSA students/alumni

Value: Up to RM4,000

Application Deadlines: 30 April, 31 July, 31 October

2020's LATEST

- **Blue Ribbon Scholarship - Supporting Continuous Education**

Programme Level: All (to progress to the next level)

Criteria: Open to public, current MAHSA students and MAHSA alumni who are eligible based on CGPA at point of enrolment

Value: Up to RM20,000

Application Deadlines: 30 April, 31 October



SPONSORS

The following letters can be obtained from STAR (Admission Office) after successful Registration to assist with:

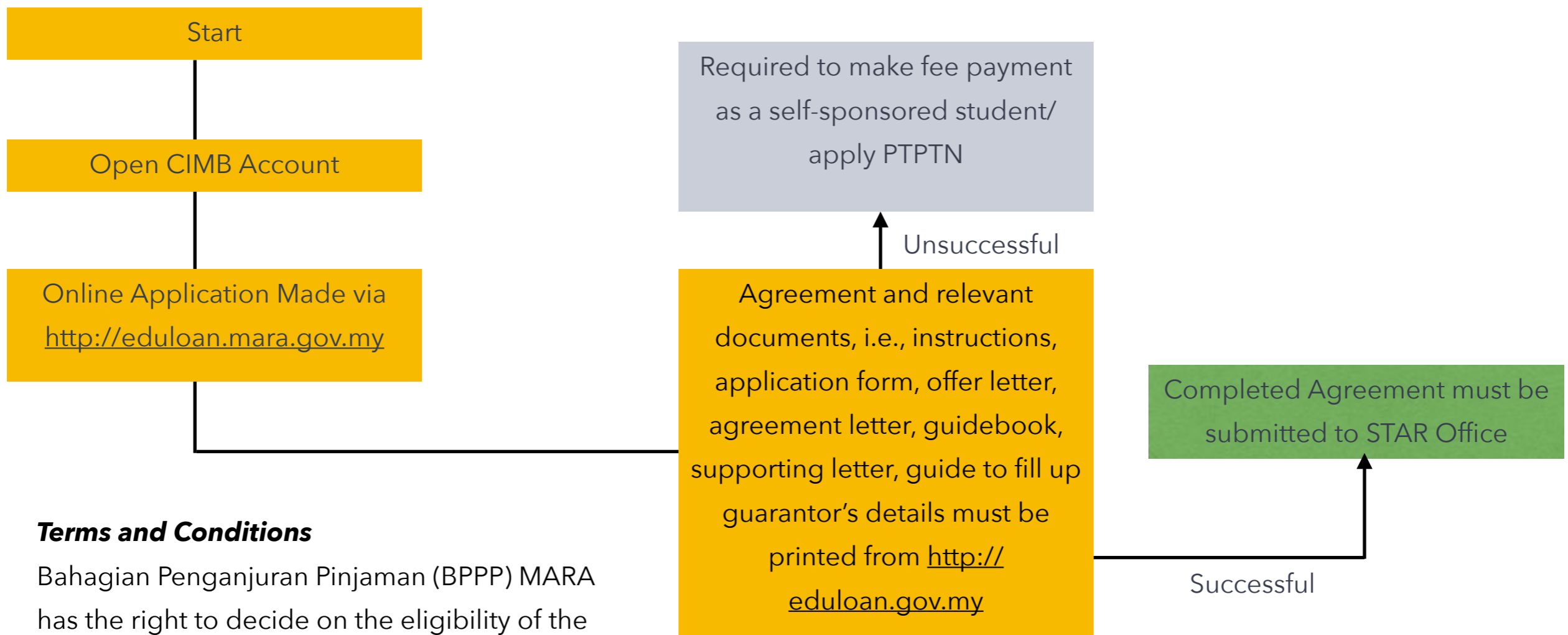
a) Confirmation Letter

b) Request for EPF withdrawal

c) Fee Structure

d) Completion / Verification Letter - Application for graduating students.

MARA APPLICATION PROCESS



Terms and Conditions

Bahagian Penganjuran Pinjaman (BPPP) MARA has the right to decide on the eligibility of the application upon verifying the documents attached in the agreement.

TERMS AND CONDITIONS

- The applicant must be a Malaysian citizen who is Muslim/ Bumiputera Sabah/Sarawak.
- Never been terminated from any other sponsors due to disciplinary issues.
- A delay in repayment must be obtained for those who have other sponsors from previous studies.
- Approved unrecorded leave must be obtained for those in service.
- Application is only for full-time programmes approved under MARA.
- The loan will be suspended if the student's examination results is below a CGPA of 2.50 for 2 consecutive semesters. In this case all expenses throughout the suspension shall be paid by the student.

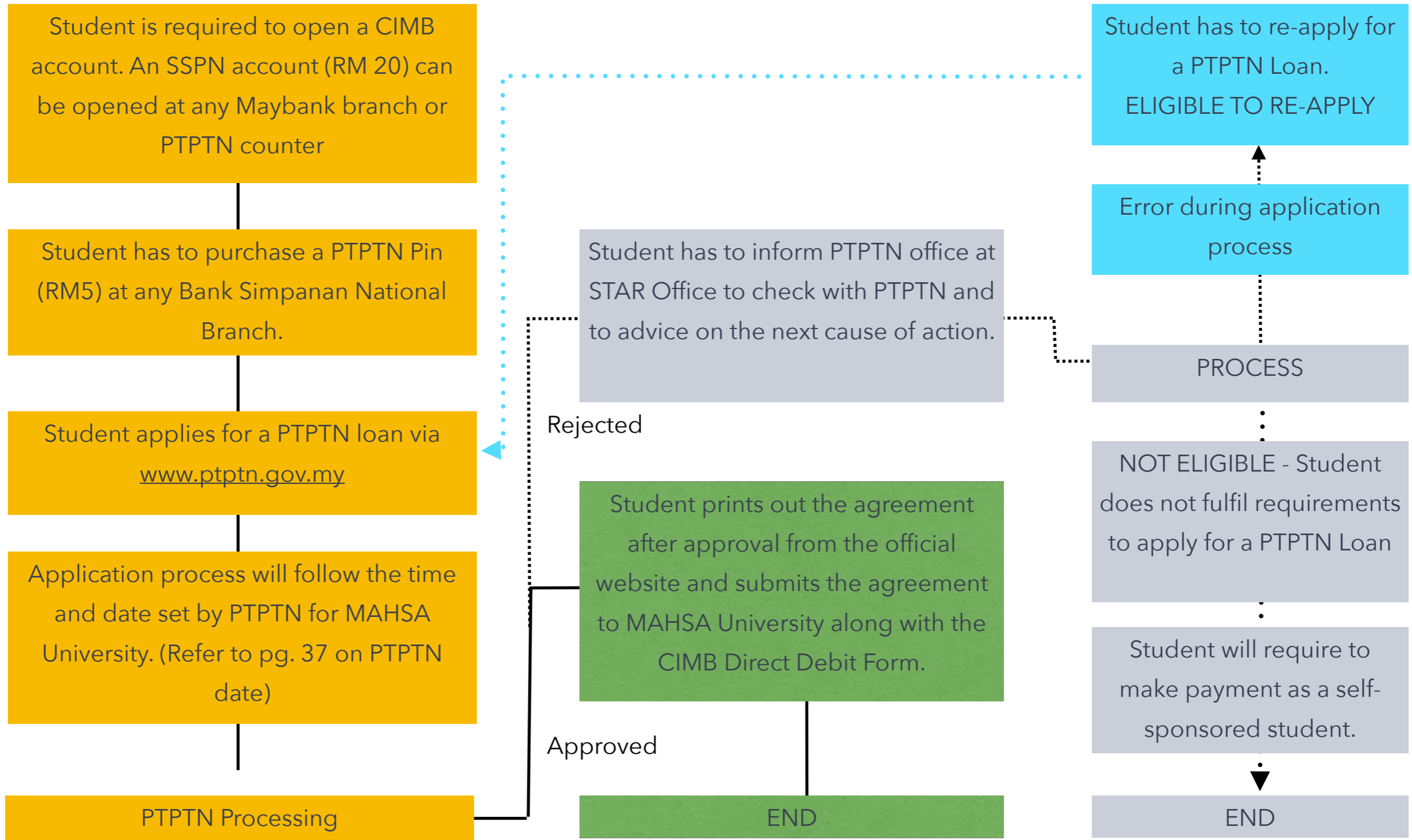
- Recovery of suspension is subject to consideration of the following examination results (CGPA 2.50 and above).
- Expenses for deferment/repeating of studies will not be considered. In this case all expenses throughout the extension shall be paid by the student.
- Online application via <http://eduloan.mara.gov.my> will be closed on the 4th week of every month for maintenance.
- The completed agreement must be submitted to 'Admissions Department' two weeks from the date of approval via eEduloan.

Level	Age Limit
Diploma	Not more than 35 years
Bachelor's Degree	Not more than 40 years
Master's Degree	Not more than 45 years



PTPTN

The following is the application process for PTPTN Loan



PTPTN TERMS & CONDITIONS

The terms and conditions imposed for PTPTN is as follows:

- a) Citizen of Malaysia.
- b) Does not exceed 45 years of age at the time of application.
- c) Has been offered a place at IPTS by fulfilling entry requirements determined by the Ministry of Education (MoE) and Malaysian Qualifications Agency (MQA).
- d) Course pursued must have registration approval from the Ministry of Education.
- e) For IPTS students, course pursued must have the Certificate of Accreditation from the MQA and still valid on the date of application.
- f) For a credit transfer student, verification must be obtained from the department or agency as stated above.
- g) The remaining period of study at the time of application should not be less than one (1) year.
- h) A delay in repayment must be obtained for those who have applied for PTPTN in their previous level of studies (e.g. Delay in repayment for Diploma must be done before online application for Bachelor's Degree).

i) PTPTN debts at previous Universities will have to be settled if applicant is pursuing the same level of study (e.g. Diploma to another Diploma programme).

j) Has no other sponsor(s).

k) Has opened an SSPN-i account.

PTPTN Application

PTPTN application is divided into two processes, which are:

- a) PTPTN Online Application
- b) PTPTN Agreement Submission

PTPTN Online Application

1. The University will conduct an online application session for PTPTN applicants. Dates and venues will be informed to the students and department.
2. All applicants are compulsory to attend the briefing conducted by the University.
3. All applicants are advised not to do the online application until notified by the University.
4. During the online briefing, applicants are required to bring along:
 - PTPTN pin number (can be purchased at any branch of Bank Simpanan Nasional (BSN) at cost of RM5 and is valid for 6 months from the date of purchase).

- Skim Simpanan Pendidikan Nasional (SSPN) account (can be open at any branch of Maybank or PTPTN counter at cost of RM20).
- A photocopy of CIMB bank account details or bank statement.
- A photocopy of 'Bantuan Sara Hidup (BSH)' status which can obtain at <https://bsh.hasil.gov.my/>. (If student or parent's or guardian is categorised under BSH).
- A photocopy of student's IC.
- A photocopy of student's SPM result.
- A photocopy of MAHSA University's Letter of Offer.
- A photocopy of higher education certificate such as STPM, Diploma, Matriculation and other's (applicable for degree student's only).
- Employee confirmation letter (applicable for student's who are working only).
- Pay slip (applicable for student's who are working only).
- A photocopy of spouse NRIC number (If married).
- A photocopy of spouse pay slip (If married).
- A photocopy of parents or guardians NRIC number.
- A photocopy of parents or guardians pay slip.

5. PTPTN online application deadline as shown in Table 1: PTPTN Online Application and Agreement Submission

6. PTPTN applicants are required to key in their active email address during the online application because any notification regarding PTPTN will be sent to students through email.

PTPTN Agreement Submission

1. The online application will be approved after 6 working days from the closing date of the online application.
2. Once approved, an email with details of the date and venue of agreement submission will be sent to all applicants and departments.
3. During the submission, applicants are required to bring along:
 - Two original printed sets of agreement (15 pages x two sets).
 - One set of 'butiran peribadi' (To be printed from the PTPTN website).
 - Two Stem Hasil need to purchase at post office (RM10 x 2 pieces).
 - A photocopy of student's IC.
 - A photocopy of student's SPM result
 - A photocopy of MAHSA University's Letter of Offer.

- A photocopy of CIMB bank account details or bank statement.
- A photocopy of higher education certificate such as STPM, Diploma, Matriculation and other's (applicable for degree student's only).
- Employee confirmation letter (applicable for students who are working only)
- Pay slip (applicable for student's who are working only).
- A photocopy of spouse pay slip (If married).
- A photocopy of parent's or guardian's pay slip.

Note:

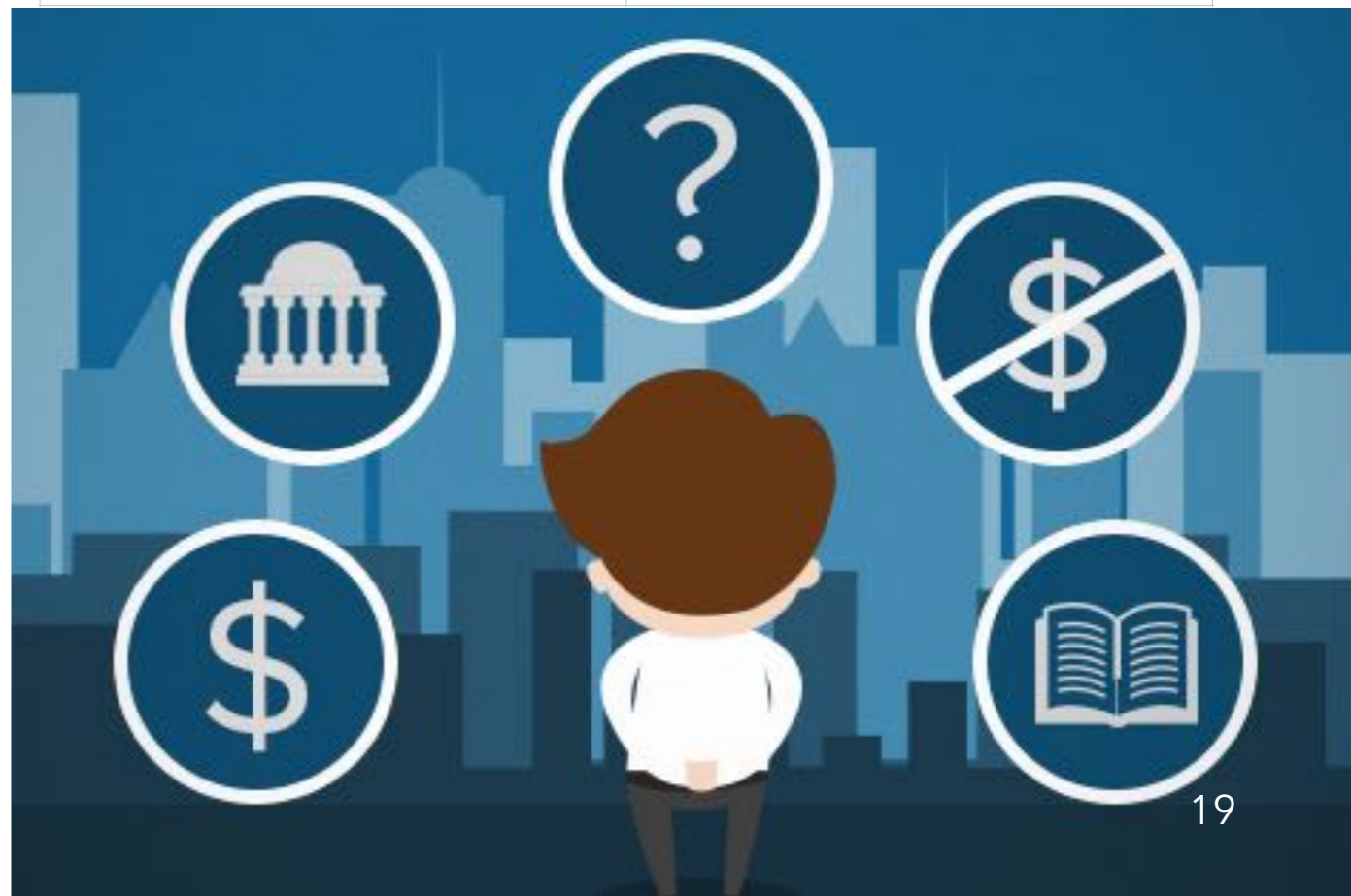
- Use black or blue pen only.
- Witness' signature of the recipient at page 7 and page 14 have to be signed by a government officer (Gred 41) or PTPTN officer from MAHSA University only.
- Each supporting document must be crossed for **'KEGUNAAN PTPTN SAHAJA'**
- Do not certify all the supporting documents.

4. PTPTN agreement submission deadline are as Figure 1: PTPTN Online Application and Agreement Submission

Levels of Payment

PTPTN payments are divided into 3 categories that are:

Level of Payment	Eligibility
Maximum 100%	If the student/parent/guardian is a beneficiary of the Bantuan Rakyat 1 Malaysia (BR1M)
75% of maximum payment	Family income is RM8,000 and below (not under Bantuan Rakyat Malaysia (BR1M))
50% of maximum payment	Family income is above RM8,000 (not under Bantuan Rakyat 1 Malaysia (BR1M))



Course	Intake	1st Online Application	Agreement Submission Date	2nd Online Application	Agreement Submission Date
Science Programme	January	01 April - 30 April	20 May	01 May - 30 May	21 June
	April	01 April - 30 April	20 May	01 May - 30 May	21 June
	May	01 May - 30 May	21 June	-	-
	June	01 Sept - 30 Sept	21 October	01 Oct - 30 Oct	18 Nov
	September	01 Sept - 30 Sept	21 October	01 Oct - 30 Oct	18 Nov
Business Programme	January	01 Mac - 30 Mac	19 April	1 April - 30 April	20 May
	April	01 April - 30 April	20 May	-	-
	May	01 June - 30 June	22 July	01 July - 30 July	19 August
	June	01 June - 30 June	22 July	01 July - 30 July	19 August
	September	01 August - 30 August	19 September	01 Sept - 30 Sept	21 October

Table 1: PTPTN Online Application and Agreement Submission

DISBURSEMENT OF PAYMENT

1. Initial disbursement will be made upon the return of the completed agreement based on the processing schedule set by PTPTN.
2. Subsequent disbursement will be made to students according to the following conditions:
 - Still pursuing study at the approved level, course and IPT
 - Has passed the previous semester examinations with a 2.0 and above Grade Point Average (GPA)
 - Has no other sponsor(s)
3. Disbursement will be credited to the student's CIMB Account and auto deducted by MAHSA University
4. The disbursement of payment will discontinue for the following conditions:
 - GPA of less than 2.0 obtained
 - Deferment of studies
 - Terminated by the University

INSURANCE COVERAGE

1. The Education Financing Scheme is covered by insurance in the event of death or total permanent disability of the recipient.
2. Under this insurance, the financing amount disbursed to recipients will be fully covered by the companies under the insurance.
3. Each recipient is required to bear the entire cost of the insurance coverage as stipulated in the financing agreement.
4. For recipients who are still studying, the insurance premium will be deducted at each disbursement of financing.
5. For those who have completed their study and their deduction for the insurance premium is insufficient or the balance is negative, the amount will be debited as an additional financing



UNIVERSITY FEES POLICY

Registration and Tuition Fees

Fees prescribed for every programme of studies are as stipulated in the official Fee Schedule.

Fees paid are not refundable or transferable. The University has the right to change the fees without prior notice to students.

Students enrolling must check with the Prospective Students Office for the latest fee schedule.

REFUND POLICY

NO	Type of Fees	Refund Policy
1	Application, Registration & Amenities Fee	No Refund
2	On-campus Residence Deposit	Refund after deduction of breakages
3	Course Fee	No refund/ extenuating circumstances
4	On-campus Residence Fee - per semester - Malaysia Student - Yearly - International Student	No refund if student has stayed in the on-campus Residence.

Fees Policy - International Students

There is NO REFUND of application, registration & amenities fees under any circumstances.

If an International Student withdraws from the course without valid reason, he/she will have to pay the full year's fees.

If an International Student fails to make full payment at the beginning of each academic year, MAHSA has the right to terminate his/her study and student visa will be cancelled immediately.

International Students are responsible for verifying and confirming the outstanding fees at the cashier counter located at the Finance Department and for making the payment accordingly.

Payment in foreign currency is subject to the prevailing exchange rates and acceptance by Finance Department.

REFUND POLICY

Fees Policy - Malaysian Students

There is NO REFUND of registration, administration and processing fees under any circumstances.

If a Student withdraws from the course within the first semester, he/she will still have to pay the full semester fees.

If a Student fails to make full payment at the beginning of each semester or in accordance to the payment schedule, MAHSA has the right to terminate he/she study.

There is NO REFUND of course fees and/or any other fees if a student has registered for a programme which have a quota of students such as the Bachelor of Medicine and Bachelor of Surgery, Pharmacy, Doctor of Dental Surgery, and Physiotherapy if the Student fails to register and/or join any of these programmes.

Any refunds due to the Student shall be used by the University to offset any outstanding monies due and owned by the Student.





FULL-TIME & PART-TIME STUDENTS

Definition

A full-time student is defined as a student whose workload for the semester is at least 12 credit hours. A part-time student whose workload is fewer than 12 credit hours will take a longer time to complete a programme. However, the duration should not exceed the maximum as approved for the programme.

DURATION OF STUDY

The normal duration of undergraduate studies will differ with the level of programme as follows:

Foundation	: 1 year
Diploma	: 2 - 3 years
Bachelor's Degree	: 3 - 5 years
Post Basic Certificate	: 6 months
Advanced Diploma	: 1 year

ACADEMIC CALENDAR

The Academic start date for a programme depends on the published intake dates for the year.

The academic calendar includes:

1. The orientation week
2. Periods of teaching and learning (lectures, tutorials, clinical placements, internships, etc.)
3. Student learning time, reflections
4. Examination periods
5. Study breaks
6. Festivals and public holidays

The academic calendar for a programme may be based on:

- (i) Two semesters per year or three semesters per year
- (ii) Any exception to these delivery patterns requires the approval of the University Senate and/or the Ministry of Education.
- (iii) Academic calendars for some faculties will have to comply with regulations from their professional councils.



EXEMPTION AND CREDIT TRANSFERS

COURSE EXEMPTION

Any student who has received any course exemption, will be required to replace the credit(s) exempted. Students given exemption must replace the credit by taking other courses to make up credit hours to graduate.

CRITERIA FOR CREDIT TRANSFER

This criteria is for registered students, local and international, seeking to transfer credits from within MAHSA University or from another accredited institution of higher learning. It includes horizontal and vertical transfers, provided these credits are earned through formal learning and not through informal or non-formal learning.

HORIZONTAL TRANSFER

Credit transfers and grade transfers are permitted for programmes between the same MQF level (horizontal transfer) and if both programmes are from MAHSA University. The conditions for approval are:

- i. 80% or more similarity in course curricula
- ii. Courses must have the same credit-hour load

- iii. The Student must obtain a minimum pass (2.0 grade point) in the course(s)
- iv. The Student status must be present or active
- v. The original programme must have provisional accreditation or full accreditation
- vi. Transfers under horizontal transfers are not subject to any maximum limit of credit transfers allowed. A grade transfers maybe given for horizontal transfers.
- vii. The programme curriculum mapping must be done by the Faculty and approved at Senate.
- viii. Any credit transfer given is only for the specific course and does not include all pre-requisites for that course.
- ix. Credit transfer for professional programme will have to comply to requirement of regulatory and professional bodies.

RESIDENTIAL REQUIREMENT

Horizontal credit transfers are subject to students fulfilling the minimum residential requirement of one year for all Bachelor's Degree programmes and one semester for all Diploma and Certificate level programmes.

VERTICAL TRANSFER

Credit transfers are permitted for programmes between different MQF levels (vertical transfer). The conditions for approval are:

- i. 80% or more similarity in course curricula
- ii. Courses must have the same credit-hour load
- iii. The Student must obtain a minimum pass (2.0 grade point) in the course(s)
- iv. The original programme must have provisional accreditation or full accreditation.

Vertical transfers are subject to a maximum limit of 50% in credit transfers (e.g. if the total credit hours for the new programme is 120 credits, the maximum credits allowed is 40 credits). No grade transfer is permitted. The programme curriculum mapping must be done by the Faculty and approved at Senate. Any credit transfer given is only for the specific course and does not include all pre-requisites for that course.

Credit transfers for professional degree programmes will have to comply to the requirements of regulatory and professional bodies.

COMPULSORY COURSES

Mata Pelajaran Umum (MPU) credit transfer/grade transfer is only permissible within the same MQF level (horizontal transfer).



ATTENDANCE

Students are required to ensure that they attend orientation, classes, lectures and clinical or industry placements, in accordance to the time table. A student who fails to meet the 80% attendance per course per semester requirement may be barred from sitting for the final examinations. The student and parent or guardian will be informed in writing before the examination where the student's attendance is at risk of not achieving the 80% requirement.

If a student is found to be missing from classes, lectures or clinical placement for three (3) *consecutive days*, without a valid reason and the faculty coordinator is unable to contact the student, a letter from the Dean/Deputy Dean Academic will be sent to the student and to the parent or guardian. Repeated non-attendance will result in a warning letter and the student may be terminated from the programme. In the case of international students, a police report on the missing student is mandated, under current laws.

The student is given one (1) week to respond to the email or letter, after which a withdrawal or deferment from the programme is initiated by the faculty.

Students must attend all lectures, tutorials, practical classes or other study requirements related to the programme. Any student who is unable to attend the above

NOTICE OF ABSENCE

must seek prior approval from the Dean according to the circumstances. Where the circumstances do not enable the student to get prior approval, the student must with a valid reason or justifications, inform the Dean within 72 hours, and the student must get a written approval from the Dean/Deputy Dean, Academic Affairs (this does not apply to students who are enrolled in online and distance learning programmes).





LEARNING MANAGEMENT SYSTEM (LMS)

All students are able to access additional learning resources through their LMS. Through the LMS, students can download lecture notes, take formative assessments to check on their learning and progress, submit their assignments and coursework through TURNITIN, access the online library, participate in group discussions or forums, participate in campus polls and get updated on happenings in the campus.

Students will be given access to LMS upon registration and shall be entitled to browse and review the contents.

Students with LMS access shall be deemed to have actual notice of all the contents in the LMS that is available to them.

EXAMINATION

CONDUCT OF EXAMINATION

Students are assessed in the following manner:

Formative Assessments - Do not contribute to the final grade.

Summative Assessments - Continuous Assessments and Final Assessments that contribute to the final grade.

RESIT

A resit examination is one where a student who has failed to achieve the passing mark for the course is allowed another attempt through either an examination or coursework. The new coursework marks and/or final examination shall be used to calculate the final score. The number of resits is limited to two (2) for a particular course. If the student still fails on the second resit, he/she will be allowed to retake the course. The final grade for a resit is capped at the passing mark of a grade C.

RETAKE

A student may be allowed to retake an examination and re-do the coursework to improve a grade already taken provided the student is on good standing. If the retake result is lower than the previous one, the better grade will be retained. The new grade achieved will override the old grade. This applies to previous grades of fail or pass. The number of attempts is not capped. The old transcript will be void and a new transcript will be issued.

*This is subject to compliance to the respective policies by regulatory bodies for professional programmes.

CONSENT FOR NOT ATTENDING AN EXAMINATION

- i. A written application for not sitting for a certain examination should be submitted to the Dean of the concerned faculty for consideration two (2) weeks before the date of the examination of the said course. The Dean may grant due consideration based on medical grounds or the demise of an immediate family member or any other reason deemed acceptable by the Dean.
- ii. In case of an emergency, a written application with evidence for not sitting for an examination which has been conducted for a certain course must be submitted to the Dean of the concerned faculty within three (3) working days after the scheduled examination
- iii. A written application for not sitting for a final examination for a certain course should be submitted together with relevant original documents such as medical certificate, police report, death certificate or testimony issued by the University Health Clinics/government clinics/public health centre/hospital and the medical panel of the University.

- iv. If the application is approved, the student will be given a status of 'Absent with Reason' for the said course in which the on-going marks for the said course will be considered. In the case of a failed application, the student will be given a status of 'Absent without Reason' in which the on-going marks for the said course will not be considered and a grade 'F' Fail will be given.
- v. Any student who does not attend an examination but with valid reason accepted by the University, may be granted a deferred exam.

STATEMENT OF RESULTS

The **Statement of Results** is a statement that lists detailed information of the assessment results for the semester. The release of the Statement of Results is subject to clearance by the Finance Department. If the Statement of Results needs to be reprinted due to syntax error, students can request to the Examination Department by writing to the Registrar.

ACADEMIC TRANSCRIPT

The academic transcript is a record of the student's academic activities while enrolled at the University and is not subject to change except under limited provisions. The academic transcript will include the following categories of information where applicable:

- personal details including student number and full official name (note, date of birth is not included);
- all effective enrolments with the exception of those courses where withdrawal without academic penalty has been approved;
- for each course, details of the course code, course title, unit value and finalised grade;
- for courses delivered under a special topic, the title of the special topic;
- details of exemptions or credit transfers awarded for each course semester GPA;
- degrees conferred and the date of conferral of the degree;
- Class of Honours awarded and the weighted score used for calculation of the Class of Honours;
- disciplinary decisions resulting in expulsion by Senate;
- students who have completed all programme requirements prior to the next graduation period, a notation regarding completion of the programme requirements.
- grades obtained at other institutions will be neither displayed on the academic transcript nor included in the GPA calculations, unless grade transfers have been granted by the University Senate.

DOCKET

The examination docket is a statement that lists all registered courses and this will allow students to sit for examinations/assessments in a particular semester. Students are not issued dockets when there is an outstanding fee, or if the students have been barred from sitting the examination.

Calculation of Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA)

i. Grade point Average (GPA)

The formula used to calculate the Grade Point Average (GPA) is as follows:

$$\text{GPA} = \frac{\text{The total credit values obtained in one semester}}{\text{Total credit unit in the same semester}}$$

Only grade values in the form of letter of the alphabets such as A, B, C, D and E containing numerical values will be considered in the calculation of GPA.

ii. Cumulative Grade Point Average (CGPA)

The formula used to calculate the Cumulative Grade Point Average (CGPA) is as follows:

$$\text{CGPA} = \frac{\text{The total credit values achieved for all semesters}}{\text{The total credit units for all semesters}}$$

SATISFACTORY PERFORMANCE (PASS)

A student who has passed all the courses for a particular semester with a passing grade or has achieved a GPA/CGPA of at least 2.0 is considered to have achieved satisfactory performance.

UNSATISFACTORY PERFORMANCE (FAIL)

Any student who fails to achieve a GPA/CGPA of at least 2.0 on the 4.0 scale, has failed any of the major courses in a programme, or has failed the same course after a re-sit examination will be considered as having unsatisfactory performance.

A student who has been placed under unsatisfactory performance is not allowed to proceed to the following semester. The student will need to successfully resit or retake the assessments before being allowed to progress to the next semester.

LETTER OF CONCERN AND WARNING LETTER

A student who has failed any course but whose GPA is above 2.0 on the 4.0 scale may be issued a letter of concern. A student who has missed an examination or whose CGPA is below 2.0 may be issued a warning letter and student should consult their mentor/attend counselling sessions to determine how to proceed with his/her studies. Such warning letters may be copied to the parents/guardians.

GRADING SYSTEM

MARKS	GRADE	GRADE POINT	STATUS	
90 -100	A+	4.00	DISTINCTION	DEAN'S LIST
80-89	A	4.00		
		3.75		
75-79	A-	3.67	CREDIT	
70-74	B+	3.33		
65-69	B	3.00		
60-64	B-	2.67		
55-59	C+	2.33	PASS	
50-54	C	2.00		
45-49	C-	1.67	MARGINAL FAIL	
40-44	D+	1.33	FAIL	
35-39	D	1.00		
30-34	E	0.67		
<30	F	0.00		

Note: Programmes under the purview of professional bodies may have additional examination guidelines and grading system. Students must refer to the programme handbooks of the respective faculties for details.

CREDIT REQUIREMENT TO GRADUATE

All students must meet the credit requirement of the programme to graduate. This includes maintaining a minimum CGPA of 2.0 on the 4.0 scale, passing the mandatory courses and fulfilling all the specific requirements of the programme.

The classification of Honours for a Bachelor's Degree is as follows:

Class	Range of Cumulative Grade Point Average (CGPA)
1st Class	3.67 - 4.00
2nd Class Upper	3.00 - 3.66
2nd Class Lower	2.33 - 2.99
3rd Class	2.00 - 2.32

Programmes under the purview of professional bodies have different requirements for graduation. Students must refer to the programme handbooks of the respective faculties for details.

INCOMPLETE GRADE

A student may be given an 'I' or Incomplete grade for a course which has not been completed within the semester. The incomplete grade awarded must be completed within a period stipulated by the faculty. If the incomplete grade awarded is not redeemed by the end of the stipulated time, the 'I' grade will be changed to an 'F' grade.

BARRING OF STUDENTS FROM EXAMINATION

Students may be barred from sitting for the final examinations on two grounds:

- i. non-payment of university fees
- ii. failure to achieve the 80% attendance per course per semester.

Students may also be barred from using University facilities or from the University because of a penalty decided by the University Disciplinary Committee.

APPEAL FROM BEING BARRED

- i. Any student who has been barred for financial reasons may be allowed to sit for the final examination upon settlement of any outstanding fees.
- ii. Any student barred as a result of a penalty decided by the University Disciplinary Committee may appeal from being barred by writing a letter to the Board of Appeal.
** Student must refer to the programme handbooks of the respective faculties for details.*

QUARANTINE STUDENTS

If and when there is a clash of examination time or unreported undertaking of different courses during the semester, candidates may be quarantined as the University deems fit.

Note: In order to avoid clashes, students are strongly advised to select courses of the same level during the semester. Undertaking courses at different levels may

subject a student to the risk of clashes in the final examination timetable. The clashes in the class timetable during the semester are already an indication of a possible clash in the final examination timetable.

RELEASE OF RESULTS

The results of an examination may be released to a student after it is presented and discussed at the University Teaching, Learning and Evaluations Committee meeting.

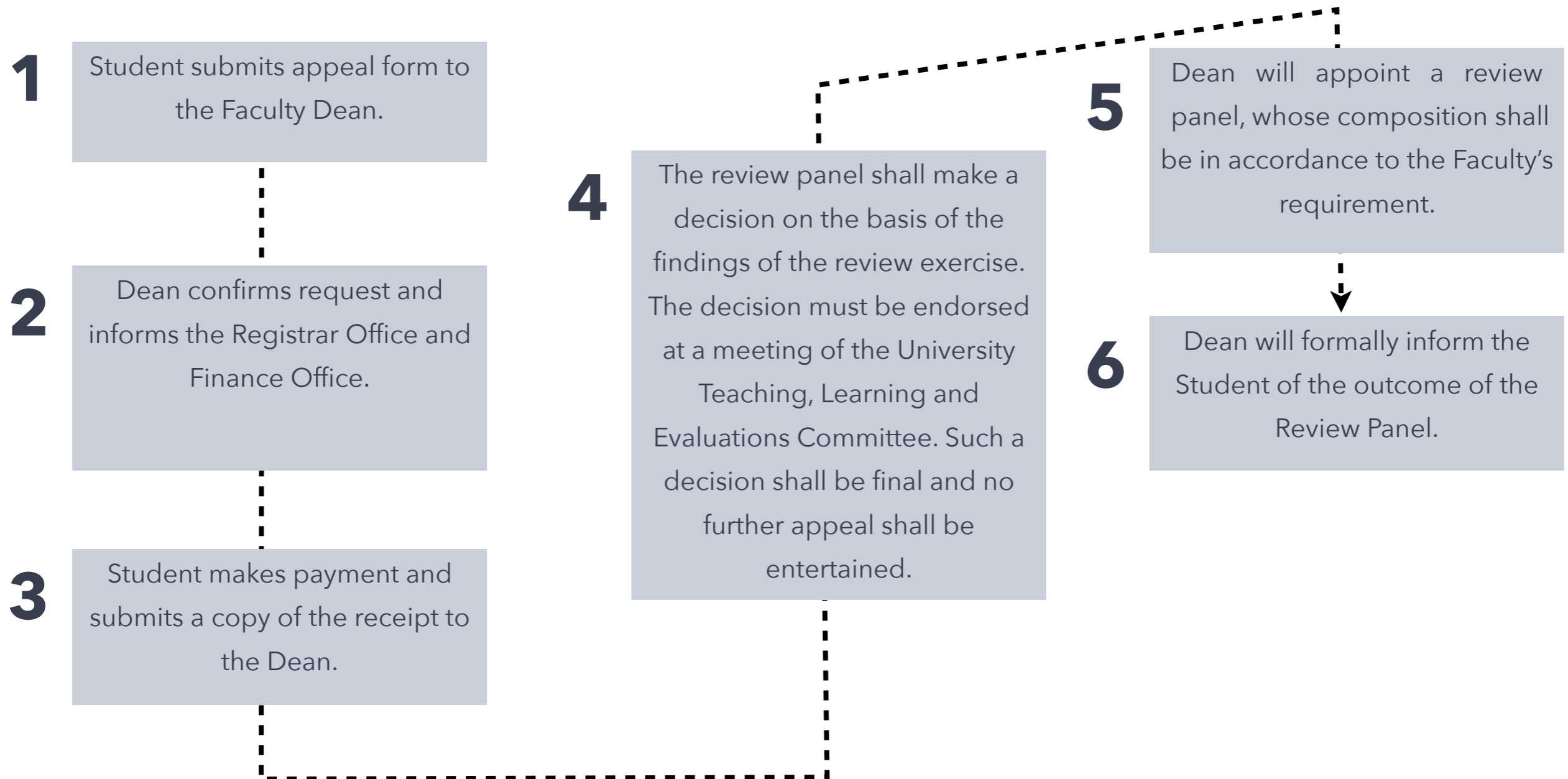


RESULTS APPEAL

Students may request for a review of the results of the examination paper(s). The request for review must be submitted within two (2) weeks from the date of notification of examination results.

Students must refer to the programme handbooks of the respective faculties for details. The Request of Review Form must be submitted to the Dean of the Faculty or through the Assistant Registrar of the Faculty.

APPEAL PROCESS



CONTRAVENING EXAMINATION REGULATIONS

A student whom an invigilator believes to be using unfair means (including unauthorised aids, copying or communicating with others) is so informed by the invigilator and the answer scripts are marked at the appropriate place. Unless required to leave the examination hall under any other Regulation, the student is permitted to continue the examination on a fresh answer script. Any student breaching any of these Academic Regulations shall be considered in accordance with the regulations governing assessment offences.

PLAGIARISM

Plagiarism is the submission of an item of assessment containing elements of work produced by another person (s) in such a way that it could be assumed to be the student's own work.

Copying or close-paraphrasing with occasional acknowledgement of the source may also be deemed to be plagiarism if the absence of quotation marks implies that the phraseology is the student's own.

Plagiarised work may belong to another student or be (purchased) from published source such as report, journal or material available on the internet.

PLAGIARISM POLICY

MAHSA University recognises that new students in the first semester, who are unfamiliar with conventions of academic writing, can sometimes unintentionally plagiarise. In such cases the student may be asked to correct the problem and resubmit.

However, senior students are expected to display integrity in academic work and may be considered guilty of academic misconduct if it is proven that work is plagiarised. A zero (0) mark will be given for the said assessment.

All written assignments must be submitted via appropriate electronic systems (example Turnitin) to ensure that students have not plagiarised. If the Similarity Index from Turnitin exceeds **30%** (excluding referencing), the lecturer must determine:

- 1) whether the student has plagiarised unintentionally,
- 2) whether the student has plagiarised intentionally or
- 3) whether there is no case to answer.

The penalty for plagiarism will depend on the above and it may range from requiring the student to re-submit or a zero (0) mark for the assignment.



AWARDS

CHANCELLOR'S GOLD MEDAL

This Award is given to the best student in both the fields of academic and extra-curricular activities. Only one Award is given at each convocation.

Academic Criteria:

- a) Graduation during current academic year
- b) The student must have achieved CGPA of 3.75 and above at the end of the programme of study.
- c) Possess excellent academic records

Extra-Curricular Activities:

- a) International participation/Club participation/other related activities (level of participation will be considered) and evidence of active participation in extracurricular activities.
- b) Other University activities; Represented the University as State/National/International level.
- c) Shown exemplary conduct befitting the profession they are trained for.

Others

- a) All fees due to the University have been settled in full.
- b) Student has never-been subjected to disciplinary actions.
- c) Excelled in the interview.





VICE-CHANCELLOR'S PRIZE

This Award is given to the best student academically of every programme.

Academic Criteria:

(a) Students MUST have achieved a final C.G.P.A of 3.75 and above at the end of his/her programme of study (for the entire duration of their respective programme)

Others

All fees due to the University must be settled in full.



DEAN'S LIST

This is the recognition given to students who have achieved a GPA of 3.75 on the 4.0 scale with a workload of at least 12 credit hours in a semester. Their names will be recognised and listed in the convocation programme book and they will receive a "Certificate of Achievement".

BREACH OF DISCIPLINE AND PENALTIES

Any student found to have committed a disciplinary offence or a misconduct shall be imposed with any one or any two or more penalties as appropriate.

- Warning
- Fine
- Any other penalties that is deemed to be fit as decided by the Disciplinary Board.
- Suspension from any or all facilities of the University for a specified period of time.
- Expulsion from the University.

PENALTIES AND IMPOSITION OF FINES

Offences and breach of discipline are categorised as minor, gross or criminal offence. Any student who fails to

comply with the above provisions shall be guilty of an offence and shall, if proven guilty, be liable to a fine, suspension or dismissal depending on the severity of the offence.

DISCIPLINARY PROCESS

The student will receive a letter from the Registrar's Office informing the student of the misconduct and/or offence committed and the date of hearing before the Disciplinary Committee. Students are required to attend the hearing and may be accompanied by a family member or a fellow student. The Disciplinary Committee will inform the Student of the decision. Students must refer to the programme handbook of the respective faculty for details.

Consequence of not attending the Disciplinary Committee Hearing: If a student fails to attend and appear before the Disciplinary Committee, the student shall be immediately suspended and the suspension shall continue until the student appears before the Disciplinary Committee at the next hearing date. Students are advised to check with the Registrar's Office for the dates and decisions.



PROCEDURE OF DISCIPLINARY HEARING

At the Disciplinary Hearing, the Disciplinary Committee (Faculty) shall explain to the student the facts regarding the disciplinary offence or misconduct which the student is alleged to have committed.

- i. If the student admits to the offence or misconduct, the Disciplinary Committee will take consideration of the admission and proceed to deliberate and deliver a decision.
- ii. If the student does not admit to the offence or misconduct, the student will be given an opportunity to state the case and to call any witnesses, be it fellow students or staff. The student is allowed to request for time to prepare the case.
- iii. The Disciplinary Committee shall have the right to call any witness to provide evidence of the student's offence or misconduct.
- iv. The Disciplinary Committee after hearing the student's case will proceed to deliberate and deliver the decision. The student will be informed of the decision by the Registrar's Office within two (2) weeks from the date of the Disciplinary Hearing.
- v. If a student is not satisfied with the decision of the Disciplinary Committee, the student may appeal against the decision within two (2) days from the date of decision, by writing formally to the Registrar stating the reasons for the appeal.

vi. The Registrar will call for a Board of Appeal meeting to deliberate and deliver the decision of the Disciplinary Committee. The student may be called to appear before the Board of Appeal.

vii. The decision of the Board of Appeal is final.

viii. The Board of Appeal may examine or recall any of the witnesses at any time before announcing the decision.

TERMINATION OF STUDY

A student may be terminated for the following reasons:

- a. Academic misconduct
- b. Poor academic performance
- c. A disciplinary reason
- d. Non-academic misconduct
- e. Non-payment of fees
- f. Prolonged absence without reason



DEFERMENT OF SEMESTER

A student may apply for a deferment from studies. The application for deferment is at the discretion of the Dean. The application with the recommendation from the Dean must be submitted to the Registrar. Any application for a deferment which is more than 6 months has to be approved by the Senate. The maximum duration for a deferment is one year.

PROCESS OF DEFERMENT

i. Students must complete the Deferment Form and submit the form to the Deputy Dean for Student Experience and/or the Year Coordinators. This deferment will then be submitted to the Dean for recommendation.

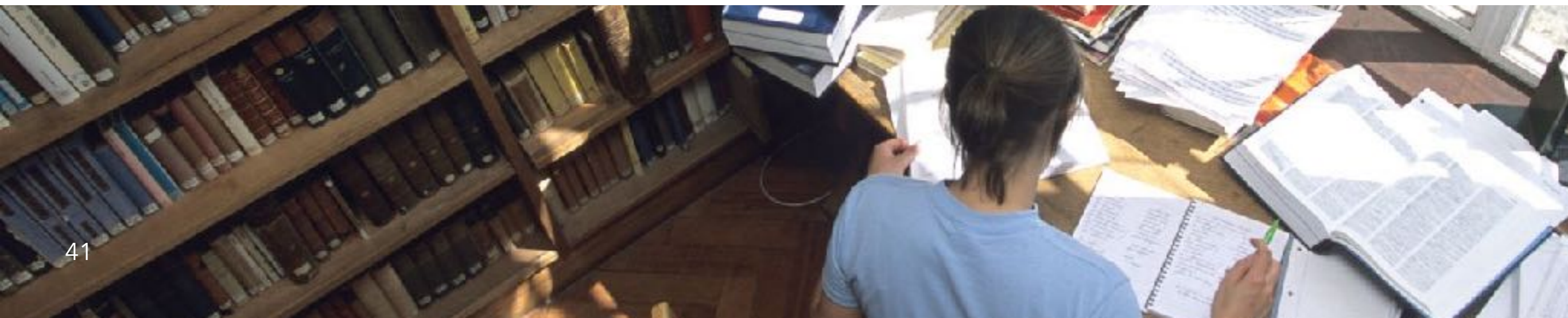
ii. A deferment is only allowed if the student has no outstanding fee and is subject to clearance from the Finance Department.

iii. Any student who fails to submit the form and complete the deferment process will *continue to* be considered as active. The faculty may, under extenuating circumstances, fill the form and process a student for deferment.

iv. All Faculties/Departments/Centres must ensure that the status of any student who has deferred is updated by the Admissions & Records Department. This is to be reflected in the Faculty's/Department's/Centre's register of students.

v. Any deferment for duration of more than 6 months to 1 year must be brought to Senate for approval.

vi. Deferment cannot exceed a maximum duration for a programme.



WITHDRAWAL

WITHDRAWAL FROM STUDIES

Any student intending to withdraw from the respective programme must complete and submit the Student Withdrawal Form, which may be obtained from the Assistant Registrar of the Faculty. (Refer to Refund Process)

PROCESS OF DEFERMENT

- i. Students must complete the Deferment Form and submit the form to the Deputy Dean for Student Experience and/or the Year Coordinators. This deferment will then be submitted to the Dean for recommendation.
- ii. A deferment is only allowed if the student has no outstanding fee and is subject to clearance from the Finance Department.
- iii. Any student who fails to submit the form and complete the deferment process will continue to be considered as active. The faculty may, under extenuating circumstances, fill the form and process a student for deferment.
- iv. All Faculties/Departments/Centres must ensure that the status of any student who has deferred is updated by the Admissions & Records Department. This is to be reflected in the Faculty's/Department's/Centre's register of students.

v. Any deferment for duration of more than 6 months to 1 year must be brought to Senate for approval.

vi. Deferment cannot exceed a maximum duration for a programme.

WITHDRAWAL PROCESS

The student has to complete the form and obtain the requisite approval before the student is allowed to withdraw from the programme and to receive refund (if any). The student will only be given the university transcripts (if any is available) upon completion of the due process of the student withdrawal. A student who wishes to withdraw from the University must follow the process below:

- i. Complete and submit a Withdrawal Application Form to the faculty
- ii. Meet Dean/Deputy Dean for Counselling
- iii. Meet with a representative from the Student Success Centre for an exit interview.
- iv. International students must proceed to the International Students Office for cancellation of visa, fill in the relevant particulars and submit necessary documents.

All University fees up to the date of the current semester, must be paid in full. The University reserves the right to seek legal action against any student for the non-payment of fees including of fees with interest, cost and expenses.

STUDENT CENTRAL

MAHSA is committed to ensuring that every student is supported and has an equitable opportunity for success, regardless of their backgrounds. We recognise that we need to personalise education and ensure a strong support ecosystem for every student. Our services have transformed over the years, with new ones added on, with feedback from all stakeholders involved in the student journey.

STUDENT CENTRAL

Student Central is MAHSA's one stop centre for students for enquiry, information and activities.

ORIENTATION PROGRAMME

The one-week orientation programme allows new students to be acquainted with their seniors and to be introduced to the Vice-Chancellor and the top leadership of the University. The programme is managed by the Student Representative Council (SRC) with activities and presentations by heads of departments. Orientation compulsory and is counted as part of the attendance as it help students to make the transition into university life. At the orientation, apart from establishing friendships among their peers, they learn what to expect, how to navigate successfully and where to ask for help.

PREPARATORY CLASSES

Preparatory Classes are available to students who want a refresher course in some subject areas, or just want a head-start, before their semester commences. Preparatory classes are offered for all levels of studies and typically in subjects such as Basic Sciences, English, Mathematics, English and Accounting.

COUNSELLING

We believe that when a student feels supported socially and emotionally, they will in turn feel respected and accepted by their peers and lecturers. Students may drop by to the Student Central and speak to any of our licensed Counsellors on campus. Counselling sessions are kept private between the student and the counsellor.



STUDENT REPRESENTATIVE COUNCIL

As student leaders, the Student Representative Council (SRC) members are the voices of MAHSA students on campus. They bring ideas, requests, and feedback to the management of the University. The SRC is an elected body that has been voted by the students to represent their interests at the University. Elections are held once a year with a defined nomination period and campaigning period.

The purpose of the SRC are:

- 1.To encourage academic development and personal growth in producing quality students.
- 2.To assist with the level of focus placed in improving the well-being of others.
- 3.To introduce activities that increase interaction and that creates a healthy lifestyle and enjoyment on campus.
- 4.To promote interaction between students, faculties and the administration.
- 5.To foster and promote ideas that enhances the image of students in MAHSA.
- 6.To provide for the welcoming and orientation of new students.

CLUBS & SOCIETIES

There are a variety of clubs and associations where students immerse themselves in out-of-class activities.

Among them are:

- Association of International Students
- Business Club
- Cheerleading Club
- Debating & Performing Arts
- MAHSA Association Physio Students
- MAHSA Biomed Sciences Society
- MAHSA Christian Fellowship
- MAHSA Dance Club
- MAHSA Dental Student Society
- MAHSA Dodgeball Club
- MAHSA Engineering Club
- MAHSA Entertainment Society
- MAHSA Futsal Club
- MAHSA Helping Hands
- MAHSA Indian Cultural Society
- MAHSA Medical Imaging Society

- MAHSA Medical Society
- MAHSA Music Club
- MAHSA Nightingale Society (Nursing)
- MAHSA Taekwondo Club
- MAHSA Villus Netball Club
- MAHSA Volleyball Club
- Pharmacy Student Society
- Seni Silat Martial Arts Club

STUDENT FEEDBACK

Students are the main stakeholders and their feedback is an important source of input for continuous service quality improvement. Feedback is given through student surveys, town hall sessions and meetings with student representatives. Students are asked for their input on effective teaching, student experience, orientation experience and satisfaction levels with support service departments.

Elected student representatives are more often the first source of feedback and communication between the students and the University. Students can also write in to any of the Faculty Deans, whose contact information is available in the Programme and on the faculty webpage. In addition student feedback may be given to

- Student Representative Council (SRC)
(masha.src@mahsa.edu.my)
- Student Central (studentcentral@mahsa.edu.my)
- Residence (residence@mahsa.edu.my)
- STAR (star@mahsa.edu.my)
- MAHSA Ideas (ideas@mahsa.edu.my)



PARTNER UNIVERSITIES & GLOBAL MOBILITY

MAHSA has collaborated with various education institutions internationally and students have the opportunity to do a short semester, credit transfer or mobility programme with the institutions enlisted with MAHSA.

MAHSA's Global mobility programme provides students with the opportunity to experience new cultures, make friends from all over the world and gain a competitive edge by becoming a global citizen. The option includes:

1. Student Exchange
2. Short Mobility Programme
3. Study Trips
4. Internship Exchange
5. Research Exchange

Mobility programmes often open doors of opportunity for students in the global arena. Students build international friendships as well as build rapport and networks with potential employers through the different mobility programmes.

For more information visit: <http://mobility.mahsa.edu.my/>

MENTOR-MENTEE SYSTEM

The Mentor-Mentee support is a structured process of personal guidance through the mentor who is assigned to student at the beginning of the student journey. The Mentor, who is a faculty member, will be able to provide advice, counselling and other mentorship and support in relation to academic and non-academic matters.

The objectives of the Mentor-Mentee programme are to increase student retention by helping them become more familiar with the University culture, and help them grow and develop professionally as MAHSA students. Mentors also help increase the flow of accurate and timely information through the University.

MASTERCLASS SERIES

To ensure that MAHSA students will be highly sought-after by potential employers, we have launched the MAHSA Masterclass Series as a bolt-on qualification for all students across all levels of study. This provides our students the added advantage of earning additional certifications in subjects not in their prescribed curriculum hence building their essential skills for the demands of the century. Students who complete a set of Masterclasses as determined by the University will receive a Pearson Certificate of Assurance at the end of their academic programme.

CAREER ADVICE

The Alumni and Employment Office provides advice on career options for students and recent graduates. Faculty staff in charge of Student Affairs are well connected to the undergraduate and graduate employment sectors and assist employers with their recruitment. Students can get advice on which employers are recruiting applicants and when and how they recruit. Job fairs are organised regularly and students can seek guidance on how to prepare and submit their applications.

CONTINUING EDUCATION SUPPORT

Students who wish to progress to a higher degree can get advice on the progression pathways. Students can also find out if they qualify for any scholarships for the next level of if they can work and study at the same time. Most degrees at the postgraduate level are also offered on a part-time mode, so students are able to work and study at the same time.



PROFESSIONAL, INDUSTRY-DRIVE EDUCATION (P.R.I.D.E.)

P.R.I.D.E. opens the doors of opportunity for students of MAHSA to pursue professional qualifications while undertaking their academic programmes. When students sign up for any academic programme they are automatically enrolled for **P.R.I.D.E.** which encompasses Professional Certifications that are curated for beginners up to advance levels and conducted within the period of their academic study on-campus.

P.R.I.D.E. adds significant value to MAHSA's graduate employability index as a result of creating industry ready-graduates who are confident, competent, knowledgeable and equipped with the relevant skills needed in venturing into the industry of their academic choice upon graduation. It makes them on-par with the rest of the professionals across the world.

DESIGNED WITH YOUR FUTURE IN MIND The globally recognised professional certificates that are packaged under P.R.I.D.E. are aligned with the rising digital needs and the growing demands of the industries of the 21st century. This adds tangible value to our graduate's career paths that are evolving through the demands of **IR4.0.**

BENEFITS OF PROFESSIONAL CERTIFICATIONS:

1. A BOOST ON THE ACADEMIC PERFORMANCE

P.R.I.D.E. programmes enable students to make the best use of their digital skills to excel in their academic studies. Digital skills are crucial for students as education in almost all disciplines and levels is becoming digitalised around the world.

2. GLOBALLY ACCEPTED CERTIFICATION

The certifications under the PRIDE programme are accepted worldwide and given by internationally recognised professional bodies like Microsoft, EC Council, Adobe and Autodesk. This gives students career gateways to the global industry.

3. ENHANCED EMPLOYABILITY

According to a study, 91% of the employers worldwide prefer to employ those who have professional certifications and digital abilities along with academic qualifications. Programmes under P.R.I.D.E sharpens digital skills and increases employment potential in the emerging industries that require enhanced digital needs.



SECURITY, SAFETY & HEALTH

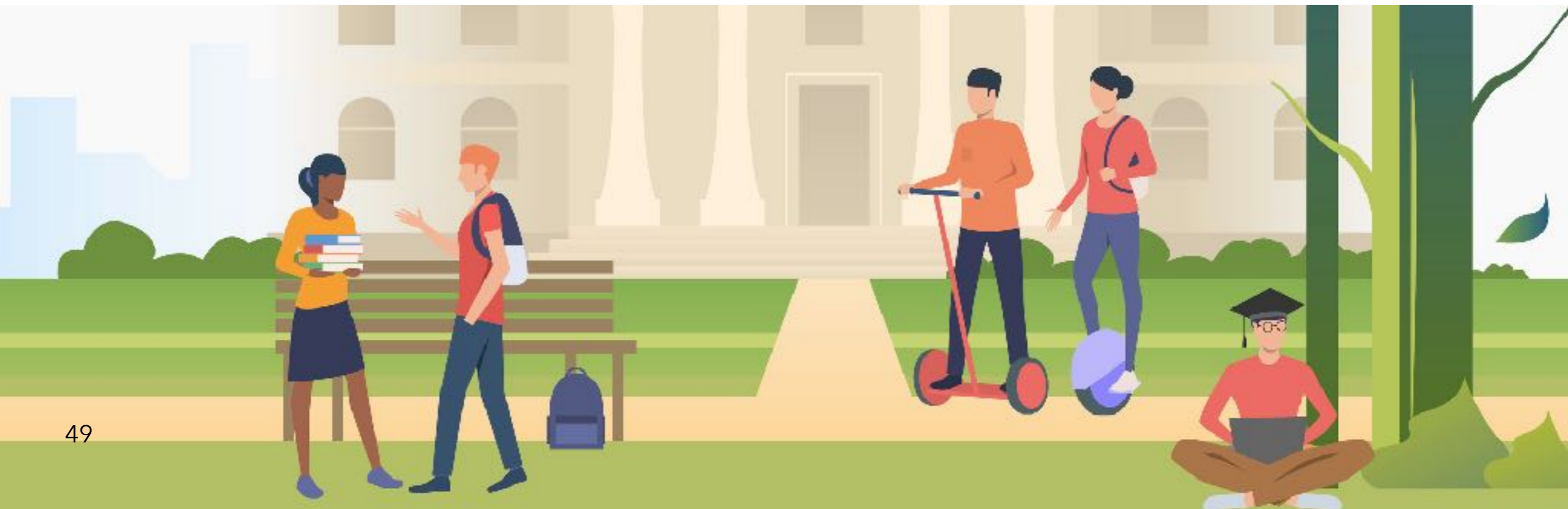
MAHSA University is committed to making security and safety a priority for our students, staff and guests. Security guards are on patrol around the clock and all-around campus. We aim to prevent the risk of injuries, disease and ill health that relate to the University's activities.

For security reasons, all students are required to wear their MAHSA ID card and MAHSA lanyard at all times while in the campus. Anyone who does not have these, will be required to register at the Guard House before they are permitted to enter the campus.

A Fire and Safety Prevention Manual is available to all staff and students, giving comprehensive fire safety operational guidelines

Fire extinguishers are located in all campus buildings. The placement and number of fire extinguishers in a building conforms to fire safety regulations and requirements. These fire extinguishers are maintained and inspected by the Facilities Management Department and contracted fire safety specialists.

Fire drills are coordinated and conducted by the Facilities Management Department and Security Office.



MAHSA RESIDENCE

At MAHSA, we offer on-campus residence so that students can be safe and within easy reach of the University's facilities. MAHSA Residence consists of two blocks of fifteen-storey buildings named after its core values, DIVERSITY and EQUITY. At full capacity it is able to house 2,626 residents.

The Residence Manager has overall responsibility and is assisted by the Chief Warden and Wardens. The Residence is available to both staff and students of MAHSA. Residents are governed by the Rules and Regulations of MAHSA Residence which are stated in the Residence Handbook. It is compulsory for students aged 21 years and below to stay in the residence. Students may appeal to live outside campus, subject to the written approval of the Registrar.

MAHSA Residences is also open to parents to stay for a short duration either to attend convocation or for visits.

All Residents of MAHSA on-campus will receive complimentary MARS (MAHSA Recreational and Sports) Membership for the duration of their stay in the Residence.



CAMPUS FACILITIES

Our state-of-the-art campus facilities comes second to none. From the impressive external buildings to the latest equipment, MAHSA University believes in providing the best.

LIBRARY

The Library is located at Level 2, Unity Building. It is on two floors which are well designed. Service counters, self-charging machines, reference desks, free range readings and discussion rooms occupy the first floor while the second floor is set aside for current journals, reference hall and study area. The library has a seating capacity of 200 and there are also fourteen discussion rooms. The Library is equipped with eighteen computers on the first and second floor. Currently, the library has a collection of approximately 30,000 items comprising of materials in various formats such as monographs, serials and multimedia. The collection is centred on areas relevant to the courses offered at MAHSA University.



BOOKS

SUBJECT AREAS

Engineering
Biomedical Science
Business & Finance
Dentistry
Environmental Health
Medical Imaging
Medicine
Nursing
Pharmacy
Physiotherapy

E-RESOURCES (ONLINE DATABASES)

MAHSA subscribes to ProQuest and IG Publishing. These e-resources allow patrons to remotely access online databases subscribed by the library.

E-BOOKS

The library also makes available the following open access resources:

- eLearning for Undergraduate Health Professional Education (WHO)
- Free E-Books.Net (Medical)
- Maternal & Child-health Advocacy International
- The National Academies Press
- Project Gutenberg (45,000 free Ebooks)
- eBooks, epub Books and Text

- Springer Open Books
- Open Access Publishing in European Networks
- Directory of Open Access Books
- Open Textbook Library

E-JOURNALS

- Asian Journal of Pharmaceutics
- Australasian Medical Journal
- BMJ Open
- DovePress - Open Access Peer-Reviewed BioMedical and Scientific Journals
- Ecanermedical Science
- Education For Health (Medknow Publications)
- Free Medical Journal
- Journal of Clinical Medicine
- OMICS Group - Open Access Scholarly Journals
- PLOS Medicine
- Practical Pointers for Primary Care
- PubMed Central (PMC)
- Wiley Open Access Page
- Directory of Open Journal Access
- Elsevier Open Access Journals
- Annals - official medical journal of the Academy of Medicine, Singapore & Education
- Malaysian Journal of Nutrition
- Malaysian Journal of Pathology
- Medical Journal of Malaysia
- Singapore Medical Journal

- International Journal of Engineering Technologies and Management Research
- Environmental Health Perspectives

LIBRARY HOURS

DAYS	OPENING HOURS	REMARKS
Monday to Friday	8am - 10pm	Closed on Public Holidays
Saturday & Sunday	9am - 5pm	

(Note: students pursuing their postgraduate studies may bring their children to MAHSA on weekends to use the library and other facilities)

MAHSA SPORTS AND RECREATION CENTRE

The Sports and Recreation Centre is home to all our students, alumni and staff. In addition, state and national sports clubs are welcome to train and compete here. MAHSA believes that sports is an integral part of education. It brings people of different ages, colours, culture and creed together. It eliminates boundaries and builds communities. Sports and recreation promote good health and mental fitness, which in turn lead to an individual's overall well-being, without which success would be an impossibility.

More recently, MAHSA's exciting partnership with Borussia Dortmund Football Club, eight-time Bundesliga champion, allows students from MAHSA Group to benefit from BVB's top youth coaches and club executives.

Students will be provided with coaching and practical learning opportunities as well as distinct pathways from education into employment. In addition to a football stadium, the Sports and Recreation Centre has:

- an Olympic-sized swimming pool with complete diving facilities
- a running track
- a yoga and dance studio
- badminton courts basketball courts
- tennis courts
- squash courts
- a futsal court
- gymnasium
- shops and cafes



MAHSA UNIVERSITY SPORTS ACTIVITY TIMING

MAHSA Uni Sports Activities		Day	Time	Venue
1	Athletics	Mondays	4pm - 6pm	MARS - Field Track
2	Badminton	Fridays	5pm - 7pm	MISKL
3	Basketball	Wednesdays	5pm - 7pm	MARS
4	Basketball 3 on 3	Thursdays	5pm - 7pm	MARS
5	Cricket	Tuesdays	4pm - 6pm	MARS - Futsal Court
6	Dodgeball	Fridays	4pm - 6pm	MARS - Futsal Court
7	Football	Wednesdays	5pm - 7pm	MISKL
8	Futsal	Mondays	5pm - 7pm	MARS
9	Netball	Fridays	4pm - 6pm	MARS - Futsal Court
10	Squash	Tuesdays	5pm - 7pm	MISKL
11	Swimming	Mondays and Fridays	5pm - 7pm	MARS
12	Tennis	Mondays	5pm - 7pm	MARS
13	Frisbee	Fridays	4pm - 6pm	MISKL - Football Field
14	Cheerleading	Mondays and Wednesdays	5pm - 7pm	MARS - Spine 2/Yoga Deck
15	Taekwondo	Wednesdays	5pm - 7pm	MARS - Spine 2/Yoga Deck
16	Silat	Tuesdays	5pm - 7pm	MARS - Spine 2/Yoga Deck

MARS OPERATION HOURS

Facility	WEEKDAYS		WEEKENDS
	DAY	TIME	TIME
Yoga Deck	Monday - Friday	10.30am - 12pm	2pm - 12pm
Swimming Pool	Monday - Friday	2.00pm - 7.00pm	2.00pm - 8.00pm
Futsal Courts	Monday - Friday	10.30pm - 11.00pm	2.00pm - 12.00pm
Basketball/Tennis Courts	Monday - Friday	10.30pm - 11.00pm	2.00pm - 12.00pm
Football Field	Monday - Friday	10.30pm - 7.00pm	8.00am - 7.00pm
Zumba (Yoga Deck)	Monday - Thursday	6.00pm - 7.00pm	-
Muay Thai (Spine Level 2)	Tuesday - Thursday	5.30pm - 6.30pm	-
Karate (Spine Level 2)	-	-	2.00pm - 4.00pm
Kick Boxing (Spine Level 2)	Monday & Wednesday	6.00pm - 7.00pm	-

E-SPORTS ARENA (i-MORE)

The E-Sports Arena is open to all levels of casual gamers, and hosts events and activities that focus on community, social good, wellness and lifelong learning. Playing competitive e-sports teaches students discipline, how to perform under pressure, commitment, teamwork, how to handle criticism, dealing with success and failure, and many other valuable soft skills that can be translated to the workforce.

It also makes gaming inexpensive and widely accessible to students, and in a safe environment. Costing over RM500,000, the E-Sports Arena has the following to offer:

- 1.The Cyber-Zone is equipped with the games FIFA-3, Heroes of Newerth, League of Legend, Counter-Strike Global Offensive, Player Unknown Battlegrounds and Dota2.
- 2.The VR Experience; which has the games Beat Saber, Binary Bots, Fast Action Hero, FruitNinja, Google Earth. NBA2k, SportsBar, InMind, Surgeon Simulator, The Body VR.
- 3.The Racing Simulator, Copa Petrobras de Marcas, High Octane Drift, Project CARS - Pagani Edition. Race Room Racing Experience, Victory: The Age of Racing
- 4.The Classical Arcade Games Station consists of the games Street Fighter, 1941, Pac-Man, Battle City, Super Mario Bros and 1,294 more retro games.



THE HABITAT

The Habitat houses a café, food court and a convenience stall. The stalls offer a variety of Malaysian cuisine and an Arabic Stall. The stall operates between the hours of 8am to 10pm.

The convenience stall operates 7 days a week between the hours of 8am to 10pm.

There are vending machines strategically places along the Habitat (as well as certain are places) to provide quick meals and refreshments to students.

MERCEARIA

Mercelandia is a chain of shops providing students with the basic living needs as well as groceries and eateries. Their outlets are available in MAHSA University, Eco-Century Mall and MAHSA Avenue (Kuala Lumpur).



ALUMNI CENTRAL

Joining the MAHSA University Alumni Association (MUCA) which is an association of former students is a life-long relationship with us, your Alma-mater.

The alumni often organises social events, publish newsletters or magazines, and raise funds for the organisation.

MAHSA University provides benefits and services that help alumni maintain connections to their educational institution and fellow graduates. Apart from connections, we also support our alumni through continuous education packages and career development programmes.



DATA PROTECTION POLICY

The Personal Data Protection Act 2010 (hereinafter referred to as "PDPA"), which regulates the processing of personal data in commercial transaction, applies to MAHSA University and the terms "personal data" and "processing" shall have the meaning prescribed in the PDPA.

The personal data may inter-alia include, name as per the identity card or passport, identity card and passport details, school transcripts, age, race, religion, contact details, residential details, email, birth date, nationality, occupation, designation, company details, bank account details, parent/guardian/spouse/children's details, medical condition, commission or alleged commission of any offence and any other such personal data that may be relevant for the purposes of the application to MAHSA University. The personal data provided by you to MAHSA University including other data that may be provided by you later may be processed for the following purposes:

- (a) to process application for pre-university, undergraduate and post-graduate studies offered by the MAHSA University;
- (b) to process the information or any subsequent information for the purpose of updating and providing information you on the courses offered by MAHSA University and/or its affiliates;

- (c) to communicate with you and/or your parents/guardians;
- (d) to add your name to MAHSA's alumni roll;
- (e) to provide you with the latest courses, programmes, promotional and information brochures in respect of MAHSA University and/or its affiliates;
- (f) to facilitate the collection of payment to MAHSA University and/or its affiliates;
- (g) to conduct research, prepare reports and statistics for the purpose of MAHSA University's business activities;
- (h) for consideration of employment with MAHSA University and/or its affiliates;
- (i) for other lawful business activity of MAHSA University; and
- (j) to comply with any legal or regulatory requirement that is applicable to MAHSA University and to make disclosure as required by any laws, regulations, direction, court order, guidelines and circular or code that is applicable by law to MAHSA University.

You have the right to request access to the Personal Data and to make any correction as deemed necessary to ensure the accuracy of the Personal Data. You may also choose to limit the processing of your personal data.

MAHSA
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