

STUDENT NON-ACADEMIC HANDBOOK



Prepared By:
Student Administration & Management Division
Infrastructure University Kuala Lumpur

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VISION:

TO BE A WORLD RENOWNED INFRASTRUCTURE
UNIVERSITY

MISSION:

IUKL STRIVES FOR EXCELLENCE IN VARIOUS FIELDS OF
INFRASTRUCTURE BY PROVIDING QUALITY EDUCATION,
ADVANCED KNOWLEDGE, STATE-OF-THE-ART
TECHNOLOGY AND EXCELLENT PROFESSIONAL SERVICES

MOTTO:

FOR KNOWLEDGE, FOR HUMANITY



WELCOMING NOTE

WELCOME TO IUKL~ SELAMAT DATANG KE IUKL~

INFRASTRUCTURE UNIVERSITY KUALA LUMPUR (IUKL) is committed to lay down a solid foundation for students to build their future.

Ever since its establishment in 1998, the university has produced graduates who have become respected practitioners in their fields, be it engineering, architecture, communication, business or multi-media. The quality and balanced education provided by the university has churned out well-balanced individuals who are able to face challenges in the working world.

With the increasing number of students from both Malaysia and overseas pursuing their studies at IUKL, it is an indicator that IUKL has gained not just local but international recognition. Students from countries around the world are now gathered at IUKL to study and share their knowledge and experiences with each other as well as with the Malaysian students and staff of IUKL. IUKL students will thus be able to bring back sweet memories upon the completion of their studies at IUKL .

IUKL welcomes every student both Malaysian and international with the intention of sharing, caring and working towards establishing unity among the citizens of the universe as reflected in its motto “ For Knowledge For Humanity”.



PRESIDENT / VICE CHANCELLOR'S MESSAGE



Warmest greetings from IUKL.

First of all, I would like to congratulate you on your admission to IUKL. You have made the right choice to make IUKL as your study destination. It is a step closer to achieving your ambition in your respective programme of study. We welcome you to IUKL as part of our family.

Becoming an undergraduate will be an exciting moment for you. It is a transition between your school days and the real working life. It is a period of preparing yourself with the necessary knowledge, skill and attitude to face a more challenging world in your life. To meet these ends, IUKL will organise an Induction Day that will familiarise you with the guidelines, advice and procedures to ensure that you can manage yourself as a university student.

I hope we will provide you with the necessary care and assistance while you are here. You have an important obligation to your parents, friends and the staff alike so that every investment that has been put in will be paid off later.

Finally, best of luck in your undertakings.
Thank you.

PROFESSOR DR. IDERIS ZAKARIA
President / Vice Chancellor

IUKL MANAGEMENT



PROF. DR. IDERIS ZAKARIA
President / Vice Chancellor



AP DR. KONG WEI
Deputy Vice Chancellor (Academic)



MR. LEE GEOK CHAI
Chief Operating Officer



Mr. ABDUL RAHAMAN ZAKARIA
Registrar



MDM. KAMALJEET KAUR
Director, Partnership & Special Projects Office



MS. WONG FUI FUI
Director, Academic Support



MDM. JAZZILLA ABDULLAH
Director, Student Administration & Management



MS. CHERYL LEE
Director, Marketing and Communications



MDM. NOR AKMA OTHMAN
Director, Accounting & Finance

IUKL FACULTY DEANS



AP IR MOHD NASIR HUSSIN

Dean

Faculty of Engineering, Science and Technology (FEST)



TN. HJ MD. PILUS MD.NOOR

Dean

Faculty of Architecture and Built Environment (FABE)



DR. NOR HAZILA MOHD ZAIN

Dean

Faculty of Business, Information and Human
Science (FBIHS)



MDM. NALINAH POONGAVANAM

Director

Centre for Foundations & General Studies



DR. NORZITA YUNUS

Dean

Centre for Postgraduate Studies & Research



STUDENT SERVICES UNIT STAFFS



Mdm. Jazzilla Abdullah
Director
Student Administration &
Management



Mdm. Asmah Md Taib
Manager - Special Function &
Student Experience



**Mdm. Sakinah
Kamarudin**
Executive
Student Development &
Financial Aid



Mr. Hisham Shafienaz Azhar
Executive
Campus Lifestyle



Mdm. Rozita Mohd Ariff
Executive
Student Development &
Insurance



Mr. Nur Haziq Farizie Norzllan
Executive
Campus Lifestyle



Mdm. Yogesh Ganessan
Executive
Transportation &
Employability



**Mr. Ahmad Shahzali Abd
Wahab**
Assistant Administration
Campus Lifestyle



Mdm. Nadiah Nordin
Counselor
Student Experience



Mr. Mohd Al-Amin Ab Aziz
Counselor
Student Experience



**Mr. Mohd Afdhal Mohd
Majis**
Executive



Mr. Zahari Mohammad
Executive

STUDENT REPRESENTATIVE COUNCIL

SESSION: 2019/2020



President

Muhammad Ikram Bin
Abd Malik



Academic & Career Executive

Syahmina Liyana Binti
Haji Saini



Vice President

Sai Kiran Raow



International Affairs Executive

Kareem Abdulla
Abduljabbar Noman



Secretary

Nuryn Binti Azman



Public Relations Executive

Nishanthini Nair A/P
Sivasengaran



Assistant Secretary

Sharifah Khadijah Binti
Syed Hassan



Student Development Executive

Khoiriyah Ulfah



Student Welfare Executive

Abukar Amir Mohamud



Clubs & Societies Executive

Woo Kok Jin

GENERAL INFORMATION

ACADEMIC ADMINISTRATION (Tel No: 03-89266993)

ACADEMIC MATTERS	FACULTY	EXECUTIVE –IN-CHARGE
Academic Calendar Postponement Dismissal Subject Registration Credit Transfer Add-Drop	FABE	Mr. Ahmad Shukri Mohamed Hariri Academic Office, Level 1 Block B (Ext.: 765)
	FEST	Mdm. Saliza Husin Mdm. Norizan Che Hassan Academic Office, Ground Floor Block 9 (Ext.: 749/814)
	FBIHS	Mr. Mohd Hafez Ibrahim Academic Office, 1st Floor, Block 2 (Ext.: 804)
	CFS	Mdm. Anis Izzati Shuib Academic Office, 1st Floor, Block A (Ext.: 838)
	CPS	Mr. Idris Safar Academic Office, 1st Floor, Block 9 (Ext.: 743)

CAMPUS FACILITIES (Tel No: 03-89266993); **BURSARY** (Tel No: 03-89266993)

FACILITIES/SERVICES	PERSONNEL IN-CHARGE	LOCATION
Hostel Accommodation	Ms. Bhavani	Accommodation Office Ikram Lodge (012-5683233)
Shuttle Service	Mdm. Yogesh	Student Administration & Management (STAM) (Ext.: 755)
Vehicle Sticker	Facilities Management Department (FMD)	Ikram Lodge (Ext.: 753)
Fees	All Staffs at Bursary Unit	Level 1, Corporate Block (Ext.: 820)
Tuition Fee Waiver	Mdm. Bazliah Baharudin	Level 1, Corporate Block (Ext.: 821)

GENERAL INFORMATION

SERVICES & FACILITIES (Tel No: 03-89266993)

SERVICES/ FACILITIES	PERSONNEL IN-CHARGE	LOCATION
Guidance & Counselling	Mdm. Nadiyah Nordin & Mr. Mohd Al Amin Ab.Aziz	STAM (Ext.: 811 & 707)
Sponsorship and Financial Assistance	Mdm. Sakinah Kamarudin	STAM (Ext.: 813)
Insurance	Mdm. Rozita Mohd Ariff	STAM (ext.: 741)
Clubs, Sports & Recreation	Mr. Hisham Syafienaz Azhar	Gymnasium Block A (Ext.: 720)
Library	Ms. Wong Fui Fui	Level 1, Corporate Block (Ext 723/725)
Computer Lab	Ms. Wong Fui Fui	ICT Centre Academic Block 2
Emergencies (After Office Hours)	Hostel Wardens/ Security Guards Call Centre/SFPM (24 hours)	Hostel (Tel. No.: 03-87383388 Ext.: 508) (HP: 012-4159322) Corporate Block (Tel. No.: 03-87383388 Ext.: 272)

REMINDER TO ALL STUDENTS

1. Students **must register (online)** within the suggested date to avoid unwanted conflicts.
2. Students have to **settle the outstanding** and **pay the initial payment** for the current semester during the registration days.
3. Students must **retake the courses with F grade** within **two(2) semesters**.
4. **All credit transfers and exemptions (for diploma or equivalent degree) must be done in the FIRST SEMESTER.**
5. For further information and assistance, please do not hesitate to meet your respective **Academic Advisor or Academic Executive**.

WITH EFFECT FROM 01/09/2019

IUKL SHUTTLE BUS SERVICE TO KTM SERDANG & LRT SG BESI

WEEKDAYS		FROM IUKL	1ST STOP	2ND STOP	3RD STOP	4RD STOP	5TH STOP	ARRIVE IUKL
DAYS	NO. OF TRIPS	BLOCK 9	BLOCK F	KTM SERDANG	LRT SG.BESI	KTM SERDANG	BLOCK F	BLOCK 9
MONDAY TO FRIDAY	TRIP 1		7.00 AM	7.10 AM	7.20 AM	7.35 AM	7.45 AM	7.55 AM
	TRIP 2	8.00 AM	8.10 AM	8.20AM	8.25AM	8.35AM	8.45AM	8.55AM
	TRIP 3	11.00AM	11.10AM	11.20AM	11.25AM	11.35AM	11.45AM	11.55AM
	TRIP 4	2.30PM	2.40PM	2.50PM	2.55PM	3.05PM	3.15PM	3.25PM
	TRIP 5	5.00PM	5.10PM	5.20PM	5.25PM	5.35PM	5.45PM	5.55PM
	TRIP 6	6.15PM	6.25PM	6.35pm	6.40pm	6.50pm	7.00pm	
	TRIP 7		10.15PM	10.25PM	10.30PM	10.40PM	10.50PM	

WEEKEND		FROM IUKL	1ST STOP	2ND STOP	3RD STOP	ARRIVE IUKL
DAYS	NO. OF TRIPS	BLOCK F	KTM SERDANG	LRT SG.BESI	KTM SERDANG	BLOCK F
SATURDAY, SUNDAY & PUBLIC HOLIDAY	TRIP 1	9.15AM	9:25 AM	9.30AM	9.40AM	9.50AM
	TRIP 2	4:15 PM	4.25PM	4.30PM	4.40PM	4.50PM
	TRIP 3	6:15 PM	6.25PM	6.30PM	6.40PM	6.50PM
	TRIP 4	9:15 PM	9.25PM	9.30PM	9.40PM	9.50PM

Note:

Students are required to wait at the gather point opposite Block G (Female Hostel) to board the bus from IUKL.

- For the returning trips to IUKL, students have to wait for the bus at Sg. Besi LRT station or the bus stop opposite Serdang KTM



Person In-charge of Transportation :

Mdm. Yogesh:
03-89266933 (ext: 755/010-2407507)
[STAM Office]

WITH EFFECT FROM 01/09/2019

IUKL SHUTTLE BUS SERVICE TO KAJANG SEPAKAT INDAH 1 & 2

WEEKDAYS		FROM IUKL	1ST STOP	2ND STOP	3RD STOP	4TH STOP	ARRIVE AT IUKL
DAYS	NO. OF TRIPS	BLOK 9	BLOCK F	TAMAN SEPAKAT INDAH 1	TAMAN SEPAKAT INDAH 2	BLOCK F	BLOCK 9
MONDAY TO FRIDAY	TRIP 1		7.15 AM	7.30 AM	7.35 AM	7.50AM	7.55 AM
	TRIP 2	9.15 AM	9.25AM	9.40AM	9.45AM	9.55AM	10.05AM
	TRIP 3	12.15 PM	12.25PM	12.40PM	12.45PM	12.55PM	1.05PM
	TRIP 4	3.15PM	3.25PM	3.40PM	3.45PM	3.55PM	4.05PM
	TRIP 5	5.40PM	5.50PM	6.05PM	6.10PM	6.25PM	
	TRIP 6		10.00PM	10.15PM	10.20PM	10.35PM	
WEEKEND		FROM IUKL	1ST STOP	2ND STOP	ARRIVAL IUKL		
DAYS	NO. OF TRIPS	BLOCK F	TAMAN SEPAKAT INDAH 1	TAMAN SEPAKAT INDAH 2	BLOCK F		
SATURDAY, SUNDAY & PUBLIC HOLIDAY	TRIP 1	10.30AM	10.45AM	10.50AM	11.05AM		
	TRIP 2	3.30PM	3.45AM	3.50PM	4.05PM		
	TRIP 3	6.30PM	6.45PM	6.50PM	7.05PM		

NOTES:

- STUDENTS STAYING AT TS 2
IUKL BUS WILL STOP AND PICK UP STUDENTS AT THE MAIN GATE OF THE FURNITURE SHOP/SHOWROOM AT THE FRONT JUNCTION. THE BUS WILL NOT ENTER THE APARTMENT AREA DUE TO TRAFFIC CONGESTION.



IUKL RULES & REGULATIONS (AMENDED 2017)

SOME OF THE SECTIONS FOR STUDENT'S CONCERN

SECTION 4 [PAGE 14]:

WEARING OF STUDENT IDENTITY CARD AT ALL TIMES IN CAMPUS

SECTION 5 [PAGE 15]:

EXAMINATION RULES AND GUIDELINES

SECTION 6 [PAGE 18]:

ATTENDANCE IS CONSIDERED IMPORTANT [MINIMUM 80% ATTENDANCE SHOULD BE OBTAINED]

SECTION 7 [PAGE 18]:

ORGANISING ASSEMBLIES WITHOUT APPROVAL FROM IUKL MANAGEMENT IS CONSIDERED ILLEGAL AND ACTIONS CAN BE TAKEN

SECTION 12 [PAGE 20]:

INTERNATIONAL STUDENTS ARE NOT ALLOWED TO WORK UNLESS GIVEN PRIOR APPROVAL FROM IUKL MANAGEMENT VIA THE ISMC.

SECTION 16 [PAGE 21]:

POSSESSION OR CONSUMING OF ALCOHOL IS NOT PERMITTED IN CAMPUS AND ITS SURROUNDINGS. FAILING WHICH MAY LEAD TO DISCIPLINARY ACTION

SECTION 18 [PAGE 21]:

POSSESSION AND CONSUMPTION OF DRUGS OR POISON IS NOT PERMITTED IN CAMPUS AND ITS SURROUNDINGS. FAILING WHICH MAY LEAD TO DISCIPLINARY ACTION.

SECTION 19 [PAGE 22]:

STUDENTS SHOULD KEEP ALL PLACES IN CAMPUS AND ITS SURROUNDINGS CLEAN. THE USAGE OF RUBBISH BINS IS ENCOURAGED.

SECTION 23 [PAGE 22]:

STUDENT ARE TO FOLLOW ORDER OR INSTRUCTION GIVEN BY STAFFS AND THOSE IN AUTHORITY INCLUDING SECURITY GUARDS. FAILING WHICH DISCIPLINARY ACTION MAY BE TAKEN.

SECTION 24 [PAGE 23]:

AT ALL TIME S STUDENTS ARE EXPECTED TO WEAR APPROPRIATELY. SINGLET, SHORTS, SLIPPERS ARE NOT ALLOWED INTO THE CLASSROOMS AND OTHER MANAGEMENT OFFICES.

SECTION 25 [PAGE 23]:

STUDENTS SHOULD DISPLAY MATURE AND RESPONSIBLE BEHAVIOUR DURING SOCIAL INTERACTION WITH THEIR CLASSMATES. ANY FORM OF INTIMACY OR OBSCENE BEHAVIOR IS NOT ALLOWED IN CAMPUS AND ITS SURROUNDINGS. FAILING WHICH MAY LEAD TO DISCIPLINARY ACTION.

IUKL RULES & REGULATIONS (AMENDED 2017) cont..

SECTION 27 [PAGE 24]:

STUDENTS ARE NOT ALLOWED TO SMOKE/VAPE IN CAMPUS AND IN ITS SURROUNDINGS INCLUDING CLASSROOMS AND TOILETS.

SECTION 30 [PAGE 26]:

ALL UPDATES WILL BE COMMUNICATED TO STUDENTS VIA THE STUDENT PORTAL. PLEASE BE INFORMED THAT STUDENT PORTAL WILL BE THE FORM OF COMMUNICATION BETWEEN IUKL AND STUDENTS. FOR ANY GRIEVANCES, STUDENTS MAY GO TO STUDENT AFFAIRS DIVISION AND MEET THE DIRECTOR/MANAGER/COUNSELOR FOR FURTHER ACTIONS. INTERNATIONAL STUDENTS ARE ENCOURAGED TO MEET OFFICERS FROM THE INTERNATIONAL MANAGEMENT CENTRE ON MATTERS PERTAINING TO THEIR WELFARE.

SECTION 35 [PAGE 28]:

STUDENTS ARE NOT ALLOWED TO PARK ANY WHERE THEY LIKE. FAILING TO ADHERE TO THE PARKING RULES WILL LEAD TO SUMMONS OR VEHICLES TO BE CLAMPED.

SECTION 41 [PAGE 29]:

AS IUKL AND ITS SURROUNDINGS ARE PUBLIC ACCESSIBLE AREA, IT IS THEN THE RESPONSIBILITY OF THE STUDENTS TO TAKE CARE OF THEMSELVES. HOWEVER IUKL MANAGEMENT WILL DO THE NECESSARIES TO MINIMISE UNWANTED INCIDENTS.

SECTION 42 [PAGE 29]:

ANY ISSUES OR SAFETY MATTERS RELATING TO THE HOSTEL, ARE TO BE REFERRED TO THE HOSTEL MANAGEMENT.

PART IV [SECTION 43 TILL SECTION 64][PAGE 30-41]:

DISCIPLINARY PROCEDURES, APPEAL PROCEDURES AND OTHER RELATED INFORMATION REGARDING DISCIPLINARY ACTIONS.

FOR A FULL REFERENCE INTO THE IUKL RULES & REGULATIONS, DOWNLOAD AND/OR READ FROM THE STUDENT PORTAL

CODE OF CONDUCT- ATTENDANCE

Students must comply with all IUKL rules and regulations. Whether within IUKL's premises or while involved in any activities related to their studies at IUKL, they must comply with any reasonable directives given to them by any officer of the university or security department. They should maintain an acceptable standard of conduct. All students attending classes at IUKL are expected, at all times, to behave in a seemly manner that is unlikely to cause offence to members of the general public.

CLASS ATTENDANCE

It is expected that students should attend **all** scheduled lectures, tutorials and laboratory sessions punctually. All absences must be supported by medical certificates or letters from parents/guardians.

Students should be aware that their absences from lectures, tutorials and laboratory sessions (where applicable) may seriously jeopardise the successful completion of the programme pursued.

If a minimum required attendance of 80% of scheduled classes in each module is not met, students may not be permitted to sit for the end of semester examinations.

It is expected that students be seated ready to commence lectures, tutorials and laboratory sessions at scheduled times. If students arrive late for class they can be admitted at the discretion of the module lecturer or Executive Dean of Faculty. If they are regularly late for classes students may be refused admission by the academic staff concerned and may be referred to the Student Affairs Division.

CAMPUS CONDUCT AND FACILITIES

Smoke-Free Campus

IUKL is a smoke-free campus which will be conducive to staffs, students, visitors, industry partners, and the general public.

Consumption of Food and Beverages

Eating food of any kind is not allowed in the library, laboratories, lecture theatres, discussion rooms, classrooms, and any other location where such actions are prohibited. Drinking of any liquid is only permitted from a sealable container (e.g. screw top bottle) except where it may be for safety purposes (e.g. laboratory)

Placing of Notices on Notice Boards

Notices may only be placed on the notice boards after consent has been granted by STAM.

Use of Computer Facilities

Students must observe all the rules and regulations pertaining to the usage of IUKL computers. They must display their Student ID cards while in the computer laboratories.

Use of Facilities

Students should take note that the library and certain specially designated rooms have been allocated for self-study after-class hours. As such, they are to use them for self-study. Students are not allowed to use the facilities such as lecture theatres and classrooms for personal purposes, unless explicit permission has been granted to do so. However, such facilities can be booked for official functions.

Mobile phones

Mobile phones are strictly prohibited in the examination hall. Mobile phones must be switched off and placed in locked bags during examinations, classes and in the library. Students are responsible for the safety and security of their mobile phones, while in IUKL

Students are explicitly forbidden to use video, camera or voice recordings without the express consent of the person (s) being photographed or recorded. The usage of a mobile phone and similar equipment violates another's reasonable expectation of privacy.

IUKL CLUBS & SOCIETY LIST

Academic Club	Society & Special Interest Club
Accounting Club	Persatuan Mahasiswa Islam IUKL
Architecture Club	Borneo Guild
Automotive Club	Chinese Society
Biotechnology & Innovation Club	Christian Engineering Club
Civil Engineering Club	Damo Charity Club
Cyber Club	Indian Culture Society
	Outreach Club
Sport Club	Performing & Art Club
Badminton Club	Dance Club
Basketball Club	Music Club
Bowling Club	Sanggar Budaya / Legasi Tari
Dodgeball Club	
E-Sport Club	
Floorball Club	International Society & Association
Football Club	Bangladeshi Student Association (BSA)
Futsal Club	Indonesian Student Society (PPI Garuda IUKL)
Netball Club	International China Student Association (ICSA)
Running Club	Nigerian Society
Squash Club	Somali Students Association (SSA)
Taek Wan Do Club	Sudanese Student Association (SSA)
Squash Club	Yemeni Students Society (YSS)
Volleyball Club	

Your potential employers do not want employees that are only good at education but must be all-rounder. So do take part in the activities organized by the clubs

CLUBS & SOCIETIES GUIDE

1. Every student is encouraged to be a member of one or more clubs & societies.
2. Inquiries on the clubs & societies can be made through the:
 - i) Clubs & Societies committee member
 - ii) Head of Student Activity Bureau—Student Representative Council (SRC)
 - iii) **Mr. Hisham or Mr. Nur Haziq** from the Student Activities, Facilities and Security in STAM
3. Any student who is interested to form a new club or society should contact both the officers mentioned above

STUDENT DEVELOPMENT

1. There are various talks and self development programmes organized by STAM.
2. If there are any specific programmes required for the purpose to add value to students' employability, they may approach the Head of Student Activity Bureau, SRC/Head of Academic Bureau or to **Mdm. Rozita**, Internship, Career & Student Training Unit, STAM

STUDENT WELFARE

1. Continuous improvement activities are being provided to all students.
2. Students who have suggestions, experiences and feedbacks to be shared with the others, are advised to contact :
 - i) Head of Student Welfare Bureau, SRC; or
 - ii) **Mr. Amin** from Counseling Unit, STAM

COUNSELLING

1. There are students who have encountered with the following problems such as :
 - i) find it difficult to adapt to the new environment and study culture;
 - ii) unable to make friends immediately and maybe too shy due to various reasons; and
 - iii) have trouble with their academic performances
2. The Counsellors from the Counselling Unit at STAM will always be around to assist and guide them to solve these problems. All information and discussion will be kept confidential.

The Counsellors are:

- i) **Mdm Nadiah Nordin**
- ii) **Mr. Al Amin Ab Aziz**

SPORTS

- 1) If any student intend to participate in any sports activities he/she may contact:
 - i) Head of sports and Recreation Bureau, SRC
 - ii) **Mr. Hisham**—Campus Lifestyle Unit, STAM
 - iii) **Mr.Zali**—Assistant activities, sports & STAM Asset Unit

STUDENT ACTIVITY

STAM has provided various opportunities for students to outshine in their non-curricular related activities. If any student is interested to be involved with such activities, he/she is to contact the **SRC members** or their **Advisor, Mdm Sakinah Kamarudin.**

IUKL SCHOLARSHIP*

- IUKL Scholarship is open to all Malaysian students undertaking full-time undergraduate studies in IUKL.
- The student must obtain the minimum requirements to be entitled for the scholarship (as shown below).
- The scholarship is awarded for the 1st semester ONLY. For 2nd semester onwards, TUITION FEE WAIVER SCHEME applies.

	Full Scholarship	Partial Scholarship (50%)
SPM / O-Level	8As and above	5As and above
STPM	CGPA > 3.500	CGPA > 3.000
A-Level	3As	2As
United Examination Certificate (UEC)	5As	3As
SAM / HSC / AUSMAT	TER / UAI 85	TER / UAI 75
CPU	85% (6 best subjects)	75% (6 best subjects)
Foundation / Diploma OR Equivalent	CGPA 3.750 or above	CGPA 3.500 to 3.749

TUITION FEE WAIVER*

This special scheme is applicable to **all students** (Malaysian and International) who are studying in IUKL. The IUKL Tuition Fee Waiver Scheme is offered to all its existing students who manage to maintain a CGPA of 3.750 and above for every semester:

CGPA	TUITION FEE WAIVED
CGPA \geq 3.75	50%

* TERMS AND CONDITIONS APPLIED

For more information, please refer to the Bursary Department IUKL

IUKL FINANCIAL ASSISTANCE



PTPTN

- **1st-30th May** (Online Application)
- June - Approval from PTPTN will be out
- Mid of June - Students have to submit the agreement to STAD
- Mid of July - Payment will be Auto Debiting in to IUKL Account
- **1st-30th June** (Online Application)
- July - Approval from PTPTN will be out
- Mid of July - Students have to submit the agreement to STAD
- Mid of August - Payment will be Auto Debiting in to IUKL Account
- **1st-30th October** (Online Application)
- Nov - Approval from PTPTN will be out
- Mid of November - Students have to submit the agreement to STAD
- Mid of December - Payment will be Auto Debiting in to IUKL Account
- **1st-30th November** (Online Application)
- Dec - Approval from PTPTN will be out
- Mid of December - Students have to submit the agreement to STAD
- Mid of January - Payment will be Auto Debiting in to IUKL Account



EPF/KWSP WITHDRAWAL

IUKL Bursary
03-8926 6993
Ext. 820 / 821 / 830
bursary@iukl.edu.my



INTERNAL SPONSOR

- IUKL Scholarship
- IUKL Sports Scholarship
- IUKL Zakat
- Siblings Discount Scheme
- Alumni Discount Scheme
- Tuition Fee Waiver

OTHERS

- Media Scholarship- The Star & Sin Chew
- Tourism Malaysia
- MCEF
- Tajaan Negeri Sabah
- Tajaan Negeri Selangor
- Permodalan Nasional Berhad (PNB)
- Baitul Mal / Zakat Negeri
- Majlis Agama Islam Negeri
- Yayasan Peneraju 1 Malaysia (YP1M)
- Yayasan Bank Rakyat
- Yayasan Sabah
- Yayasan Sime Darby
- Perkeso

Kindly Refer To:
Student Management Division (SMAD)
Sakinah Kamarudin
03-8926 6993 ext 813
sakinahk@iukl.edu.my

FINANCIAL AID—PTPTN DETAILS

PTPTN

1st-30th May (Online Application)

June - Approval from PTPTN will be out

Mid of June - Students have to submit the agreement to STAM

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INSURANCE

1. There are two (2) different sets of insurance one for the Malaysian students and the other for international students.
2. For the Malaysian students it covers only for Personal Accidents but for the international students the coverage is for both Personal Accidents and Hospitalization.
3. All IUKL active students, will be covered under the respective insurance.
4. For more information related to insurance, students can meet the Mdm. Rozita from STAM Office
5. Please be reminded that during the internship period students are still covered under the insurance.
6. For international students who intend to do internship outside of Malaysia they are covered for 60 days. They must ensure that the duration of the internship is within the time frame.
7. For Malaysian students who intend to do internship outside Malaysia, the current coverage are not available. However, if the internship is carried out within Malaysia, then they are covered under the insurance.

For more information do come to STAM office to get more clarification

Health Matters :

International students at IUKL are required to purchase Medical Insurance as per requirement of Education Malaysia Global Service (EMGS). Students are advised to have with them the Medical Card at all times. The Medical Card can be collected from International Students Unit (ISU).

The Medical Card covers sudden **illnesses or accidents that may require hospitalization or surgery** at selected hospitals. Below are some of the hospitals that can be referred to by the students if they encounter with any health problems which **need hospitalization**:

Note: For **out patient cases**, please refer to the clinics with ‘**Med iExpress**’ logo to get the treatment. For any assistance, students can call the **24 Hours Hotline : 1 300 80 0020**.

SELANGOR	KUALA LUMPUR
HOSPITAL PAKAR AN-NUR HASANAH SDN BHD	KPJ AMPANG PUTERI SPECIALIST HOSPITAL
KAJANG PLAZA MEDICAL CENTRE	COLUMBIA ASIA HOSPITAL - CHERAS
PUSAT RAWATAN ISLAM AZ-ZAHRAH	HOSPITAL PUSRAWI
KPJ KAJANG SPECIALIST HOSPITAL	UKM SPECIALIST CENTRE 7TH FLOOR
COLUMBIA ASIA HOSPITAL - PUCHONG	UNIVERSITY MALAYA SPECIALIST CENTRE
KPJ SELANGOR SPECIALIST HOSPITAL	HOSPITAL KUALA LUMPUR
HOSPITAL SERDANG	HOSPITAL PUTRAJAYA
HOSPITAL KAJANG	



**IMPORTANT
INFORMATION
FOR INTERNATIONAL
STUDENTS**



EMERGENCY HOTLINES

Call Centre (24 Hours): 03-87383388 (ext. 272) / 03-87383272
Security Guard: 03-87383388 (ext. 508) / 019-6461068

International Student Unit:
Mdm. Jazzilla Abdullah (016-2246100)
Mr. Shah Rezam (019-2871955)

INTERNATIONAL STUDENT UNIT STAFFS



Mdm. Jazzilla Bt.
Abdullah
Director



Mr. Shah Rezam B.
Muhamad
Manager



Mdm. Catheryn
Fong
Senior Executive



Mdm. Nor Zuhaina
Bt. Zainualabidin
Executive



Mr. Muhamad Ariff
B. Nordin
Executive



Mr. Iryma B. Idris
Executive



Ms. Nur Izyana Bt.
Muhamad Basri
Executive



Ms. Nor Azmaliza
Bt. Yasin
Executive



Ms. Vashnamii
Kandiah
Executive



Mdm. Siti Nor Hidayah
Bt. Mustapa
Admin. Assistant

INTERNATIONAL STUDENTS

INTERNATIONAL STUDENTS MANAGEMENT CENTRE

The International Students Unit (ISU), is responsible for the welfare of all international students. A range of services is provided for students after they are accepted for admission to IUKL. These services include the application and renewal of students' visas, airport pick-ups, opening of bank accounts and periodical reporting to parents/guardians of students.

The address and contact persons at the ISU are as follows:

- Address : International Students Unit
Infrastructure University Kuala Lumpur
Unipark Suria, Jalan Ikram-Uniten,
43000 Kajang, Selangor
Malaysia.
- Telephone no. : 03 – 8926 6993 (Ext. 861)
- Fax no. : 03 – 8925 1940
- Office Hours : Monday to Friday (8:15am-5:30pm)
(Closed on Friday: 12:30pm-2:30pm)
- **Contact Persons : Mdm. Jazzilla Abdullah (016-224 6100)**
Mr. Shah Rezam (019-287 1955)

International Student Unit is located at the same venue as the Student Administration & Management Division (STAM)

INTERNATIONAL STUDENT RESPONSIBILITIES

As an international student in IUKL, there are responsibilities that have to be adhered to in the university as well as outside of the university as it is part of the government regulations. Students are also required to follow the rules and regulations pertaining to academic and governmental matters.

Failure to abide by the rules and regulations can result in unpleasantness and in some cases the students may even be required to leave the country. The ultimate goal of obtaining the degree in tertiary education will thus not be achieved.

General Responsibilities

- All international students are required to **have valid Student Passes**
- All international students are required to be **registered students**. Students with an **UNREGISTERED** status will not be eligible to extend the validity of their Student Passes.
- In order to **extend** the validity of the Student Passes, students must submit the related documents (refer to steps in International Student Pass Renewal) to the International Student Management Centre (ISU) **three (3) months before the expiry date** of the Student Passes.
- In the event whereby the student **needs to travel**, he/she must submit the documents to ISU at least **three (3) months before the expiry date** of the Student Pass or **the date of travelling**.
- Students are responsible to **monitor the expiry date of their passports and Student Passes**.
- Students are required to **attend at least 80% of all the scheduled classes and achieve a record of satisfactory academic performance (CGPA above 2.0)**. Failing which may affect the student pass renewal.
- **Students must cancel their Student Passes through ISU when they complete their studies or withdraw from IUKL.**

- Students are to abide by the rules and regulations set by IUKL.
The university **reserves the right to expel students for serious breaches of discipline.**
- Students who are found guilty of disciplinary offences shall be liable to any one or any appropriate combination of two (2) or more of the following punishments:
 - reprimand;
 - warning letters (copies to parents/guardian and embassy);
 - monetary fine (Ringgit Malaysia);
 - suspension from any or all of the facilities of the university for a specified period;
 - exclusion from any division/department of the university for a specified period; and
 - expulsion from the university for repeating the same offence.
- **International students should inform ISU if they:**
 - **change their contact numbers and addresses in Malaysia;**
 - **plan to leave Malaysia for a short or long period of time;**
 - **plan to change their programmes/courses;**
 - **need to defer their study or withdraw from IUKL;**
 - **transfer to other educational institutions in Malaysia;**
 - **have lost their passports;**
 - **have graduated and need to extend their stay; and**
 - **no longer registered as IUKL students.**

Financial Responsibility

Every international student should have **sufficient funds** to cover the tuition fees and expenses while in Malaysia to avoid facing financial difficulties.

INTERNATIONAL STUDENT PASS RENEWAL

STEP 1:

Three (3) months before the expiry date of the Student Pass/travelling date, submit the following documents to ISU:

- A. **Two (2) sets of passport copy**
- B. **One (1) copy of latest examination result**
- C. **One (1) piece of passport size photo (white background)**
(The validity of the passport must be more than 18 months)

STEP 2:

Within three (3) working days upon submission of STEP 1:

- A. **Do medical check-up at the CLINIC suggested by ISU only**
- B. **Immediately** return the “Medical slip” to ISU **after the check-up**
(Late submission of the Medical slip to ISMC may delay the renewal process)

STEP 3:

One (1) month before the expiry date of the Student Pass/travelling date, submit the original passport to ISMC.

(PENALTY chargers and special pass fees will be imposed to the student for late Passport submission if the validity of the Student Pass is **less than 14 working days**).

****REMINDER****

A student whose passport is in the process of the renewal of his/her **Student Pass** is **NOT allowed** to travel out of Malaysia. * It is advisable for him/her to plan ahead any travelling trip overseas or to renew his/her Residence Visa to avoid unnecessary conflicts.

For further information, please refer to ISU.

*** Note:**

IUKL cannot be held liable for any change in the policy set by the Malaysian Immigration Department, Ministry of Home Affairs, regarding the issuance of the Student Passes

ANNOUNCEMENT

TO : INTERNATIONAL STUDENTS

Effective Date : 15 February, 2016

NOTICE ON PENALTY CHARGES & OTHER CHARGES

Kindly take note on the following charges and the effective date as agreed by the IUKL Management. The details are as follows :

LATE SUBMISSION OF PASSPORT FOR RENEWAL/NEW VAL/SHORTENED/SPECIAL PASS (SP)

Effective date : 1 April, 2016

Duration	Penalty Charges
Less than 14 days prior to expiry date / travelling date	RM 200

PROCESSING FEE CHARGES (ongoing)

	Charges (IUKL)
Special Pass	RM200
Shorten / Transfer Endorsement of Student Pass	RM100
Dependent Pass (per visa)	RM450

IMPORTANT NOTE!!!

PROVIDING FALSE INFORMATION IN THE APPLICATION FORM

- The qualifications stated in the student's application form to enter IUKL will be verified by checking the original documents at the time of enrolment.
- If a student is found providing any false or misleading information in the form, false medical health report or failing to provide full documentation, it will lead to the disqualification of the application for admission and enrolment.
- Fees paid earlier will **NOT** be refunded.



POLIKLINIK MYMEDIK

Operation hours:

Monday - Friday : 10:00AM to 10:00 PM
(Closed on Weekends & Public Holidays)

Contact number:

03-8928 0892

Dr. Erman Ruzaini Bin A.Hamid

Dr. Nadirah Binti Adam

Address:

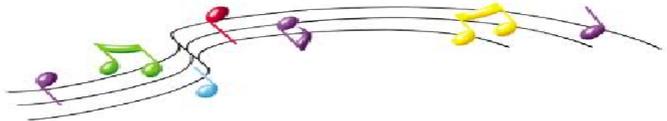
LOT A-G-1, De Centrum Mall, Kajang

IUKL SONG

Reach Out For The Stars

IUKL

**Standing tall before the world
With honour with education
Surely we will move the world**



**IUKL lets chart our destiny
IUKL for knowledge for humanity**



**Reach out for the stars
That's our destination
So let our dreams start
IUKL cares
IUKL dares
Go beyond our dreams
Success will be ours forever**



NOTE