UNIVERSITY OF CYBERJAYA™
(DU053(B))

CYBERJAYA COLLEGE CENTRAL™
(DK254-01(D))

STUDENT HANDBOOK

UNLEASHING CHANGEMAKERS™

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WELCOME REMARK FROM THE VICE CHANCELLOR

Dear Students,

Welcome to the University of Cyberjaya and Cyberjaya College Central. As you embark on this exciting journey of learning and discovery, we are thrilled to have you as part of our vibrant academic community.

As you begin your academic journey with us, remember that you are not just gaining knowledge, you are preparing to become a Changemaker, ready to impact the world positively.

At UoC, we are committed to providing a world-class education that blends knowledge with practical experience, preparing you to excel in your chosen field. Whether pursuing studies in healthcare, technology, business, or other disciplines, you will find a supportive environment that encourages innovation, critical thinking, and lifelong learning.

This Student Handbook 2025 serves as an essential guide to help you navigate university life. It outlines our academic policies, support services, campus facilities, and the many opportunities available to enhance your student experience. I encourage you to engage actively in academic pursuits, extracurricular activities, and community initiatives that will shape you into a well-rounded professional.

Remember, university is more than just acquiring knowledge, it is about building friendships, developing resilience, and preparing for a future of limitless possibilities. Our faculty and staff are here to support you every step of the way.

I wish you great success in your academic journey at UoC!

Professor Dr. David Whitford
Vice Chancellor
University of Cyberjaya

WELCOME REMARKS FROM
THE DEPUTY VICE CHANCELLOR, ACADEMIC

Dear Students,

Welcome to the University of Cyberjaya! I am thrilled to welcome you to this new chapter of your academic journey. Here, you will join a vibrant community of learners, educators, and Changemakers, all committed to breaking new ground and shaping the future.

I aim to ensure that your experience is intellectually enriching and practically empowering. The university not only offers outstanding academic programmes but is also home to faculty members who are passionate about encouraging critical thinking and equipping you with the knowledge and skills you need to succeed in your field. I guarantee you will have numerous opportunities to engage with your peers, faculty, and real-world experiences to help you grow both as a scholar and a professional.

University life is more than just about academics; it is a time for self-discovery, personal growth, and development. Embrace every challenge, as it will pave the way for a rewarding future. Each experience, whether inside or outside the classroom, will contribute to shaping you into the leader you are destined to be.

Stay connected with our social media accounts to keep up with updates, societies/events, activities, and engage with our student affairs department or student clubs to expand your network. Here, you will find endless opportunities to connect with fellow students, faculty, and industry professionals.
On a final note, I wish you the very best on your academic journey and look forward to seeing the remarkable accomplishments you will achieve at UoC.

Prof. Azrin Esmady Ariffin
Deputy Vice Chancellor (Academic)
University of Cyberjaya

WELCOME REMARKS FROM THE REGISTRAR

Welcome to the University of Cyberjaya (UoC)! This is the beginning of a meaningful journey where you will explore your potential, grow as a student, and build the skills that will shape your future.

At UoC, we are committed to supporting both your personal and professional development. We believe in empowering you to become a Changemaker, someone who leads with purpose and creates a lasting impact in society.

During your time here, you will experience opportunities that will challenge and inspire you. These moments may push you beyond your comfort zone, but they are essential to building your resilience, sharpening your adaptability, and helping you grow into a confident and capable leader.

I encourage you to embrace every opportunity to learn, engage, and evolve. Commit yourself to acquiring knowledge, gaining new skills, and exploring experiences in your chosen field. This journey will be filled with growth, inspiration, and transformation.

Stay focused, stay motivated, and remember that the effort you invest today will help you make a meaningful difference, not just in your own life, but in the lives of others as well.

Best wishes as you begin this exciting chapter. May you make the most of every opportunity that comes your way.

Ms. Esty Binti Mohd Sharkawi
Registrar
University of Cyberjaya

WELCOME REMARK FROM
THE DIRECTOR, STUDENT EXPERIENCE

Welcome to the University of Cyberjaya (UoC)! This is your opportunity to discover your potential, grow as a student, and develop the skills to impact your career positively.

We at UoC support your personal and professional growth, empowering you to become a Changemaker who leads with purpose and drives positive change in society.

Throughout your journey at UoC, you will encounter opportunities that push you beyond your comfort zone, strengthening your adaptability and resilience. Embrace these moments as stepping stones towards personal and professional growth, shaping you into a confident and capable leader.

I encourage you to fully embrace UoC's invitation to dedicate yourself to gaining new knowledge, skills, and experiences in your chosen field. This journey will be enriching and full of growth opportunities, empowering you to reach your fullest potential. Stay committed, stay inspired, and remember that your hard work will shape your future and make a meaningful difference in your community and beyond. The rewards will be truly fulfilling for you and the world around you.

Best of luck, and may you seize every opportunity that comes your way.

Dr. Sivakumar Pertheban
Director, Student Experience
University of Cyberjaya

ABOUT UNIVERSITY OF CYBERJAYA

The University of Cyberjaya is a premier institution located in Malaysia's first smart city, offering a transformative educational experience on a state-of-the-art, eco-friendly campus. Ranked among the top 1% of universities in Southeast Asia, within the QS University Rankings, the University is renowned for its excellence in medicine, teaching, employability, facilities, and social responsibility. Additionally, it holds a Top 601+ ranking in the Times Higher Education Impact Rankings, excelling in Top 200 for Good Health and Well-being (SDG 3) and Top 300 for Gender Equality (SDG 5).

Founded in 2005 with a focus on medicine and pharmacy, the University has expanded to offer over 50 programmes across diverse fields such as medicine, health sciences, nursing, pharmaceutical sciences, psychology, business, and biomedical engineering. With a global community of over 10,000 students and over 13,000 alumni, the University is shaping future leaders who are making significant contributions to various industries. The University' impact is reflected in its graduates, who have contributed to innovations in healthcare during the COVID-19 pandemic, participated in international humanitarian missions, and made significant advancements across industries such as business and biomedical engineering.

The University is guided by Chancellor Tan Sri Dato' Seri Dr. Noor Hisham Abdullah, a prominent figure in global healthcare for World Health Organization (WHO) initiatives and former Director-General of the Malaysian Ministry of Health. Chairman Professor Tan Sri Dato' Dr. Mohd Amin Jalaludin, former Vice-Chancellor of the University of Malaya, provides strategic governance as Chairman of the Board of Governors. Under the leadership of Vice Chancellor Professor Dr. David Whitford, the University is strengthening its global outlook and academic excellence, as he brings a wealth of experience from his roles as President and CEO of RCSI & UCD Malaysia Campus (RUMC) and Vice President of Academic Affairs at Penang Medical College

QS WORLD UNIVERSITY RANKINGS 2026

QS TOP 550 ASIA RANKINGS 2024

QS 108 SOUTH EAST ASIA RANKINGS 2025

QS EXCELLENT ★★★★★

SETARA 2022 COMPETITIVE

Times Higher Education
Impact Rankings 2024
Ranked 601-800

With two decades of leadership, the University boasts a faculty of over 300 industry-leading academics and researchers, actively engaged in global partnerships and research collaborations. This strong academic foundation, coupled with industry ties, positions the University of Cyberjaya as a leader in nurturing the changemakers of tomorrow—professionals who will drive innovation, sustainability, and global progress.

Unleashing Changemakers

With a strong passion in building holistic graduates for the future, the University focuses on empowering students to lead community programmes that build important leadership skills as well as the passion to care for others. University of Cyberjaya is committed towards empowering individuals with knowledge, skills and a critical mindset to become positive driving forces in the communities and the world. This is underpinned by the University's goals in cultivating these values through work done through community work that build important leadership skills as well as the passion to care for others. Unleashing Changemakers drives forward the fact that the University does not just produce graduates, but instead cultivates individuals who can become proactive agents of change.

UoC INTRODUCTION: PHILOSOPHY, MISSION, VISION, CORE VALUES

PHILOSOPHY

The harnessing of human potentials in a comprehensive manner to produce holistic professionals who are intellectually, emotionally and spiritually-balanced, based on the principles of Islam and the obedience to the Almighty.

VISION

To uplift communities with equitable access to quality education.

MISSION

To transform societies with holistic learning and outstanding student experiences.

INSTITUTION'S CORE VALUES

CARE

Commitment	-	Exceeding stakeholders' expectation with passion and vigour.
Accountability	-	Being answerable for all our actions.
Respect	-	Appreciating diversity and making inclusivity a way of life.
Excellence	-	Engaging in an unparalleled pursuit of continuous improvement.

UNIVERSITY LOGO

Since we became a full-fledged University in 2019, the University of Cyberjaya have adopted a brand identity that reflects its global outlook and reflective of our desire to be an academic leader across a range of disciplines.

As one of the few universities that was born and nurtured in Cyberjaya, we feel inspired by the city's spirit of innovation. We wanted to make sure that this part of our background was characterized in our logo as well. The C-letter mark is modern, forward thinking and fluid in design and simply denotes the town of Cyberjaya, our home. It is made up of 3 rings representing academic excellence, innovation, and social impact. The two diagonal intersections on the left of the C-letter mark is designed to create a forward leaning motion illustrative of the university's continuous advancement.

We chose to retain purple as the primary colour theme to pay homage to our previous brand identity. A darker shade of purple was chosen to make a stronger and bolder statement. As before, the purple embodies the noble values that the university seeks to nurture among all our graduates. A dash of magenta was added to represent a caring and nurturing approach which is yet another link with our previous motto, Nurturing the Passion to Care.

UNIVERSITY ANTHEM

From humble beginnings
Through many a tribulation
Nurturing the passion to care
A noble profession

Guided by teachers
Like parents
Deserving respectful love
We are brothers and sisters
Striving for excellence

We seek knowledge
Divine and whole
Enriching the soul
Uplifting the character
For what is success
If it isn't blessed
Cherishing moments
The joy and sadness
For the wrongs
Seek forgiveness

The path of God, straight
Do not deviate
Feel His Grace
His Mercy, embrace

May our varsity prosper
With His Pleasure
Serving all of humanity
Is our pleasure

UoC PROGRAMMES

No	Faculty/Centre	Programmes	Programme Coordinator
1	Centre for Foundation, Languages and General Studies (CFLGS)	Foundation in Science	AP Eric Tang Cher Hing eric@cyberjaya.edu.my
		Foundation in Allied Science	Fazilah Ahmad fazilah@cyberjaya.edu.my
		Foundation in Arts	Indra Shanti Thever A/P Perumal Rajan indra@cyberjaya.edu.my
2	Faculty of Medicine	Bachelor of Medicine & Bachelor of Surgery (MBBS)	AP Dr Hairel Anuar Selamat hairel@cyberjaya.edu.my
		MSC in Public Health (Global Health)	Prof Dato' Dr Abdul Rahim Mohamad rahim@cyberjaya.edu.my
3	Faculty of Pharmacy	Diploma in Cosmetics	Mr Shaharuddin Abdul Rashid shaharuddin@cyberjaya.edu.my
		Diploma in Pharmacy	Mdm Hariana Haris harianaharis@cyberjaya.edu.my
		Bachelor of Pharmacy (Hons)	Dr Ahmad Rashidi Mohamed Tahir rashidi@cyberjaya.edu.my
		Master in Clinical Pharmacy (MClinPharm)	Mr Kader Muhammad Bin Kader Ridzwan kader@cyberjaya.edu.my
		Doctor of Pharmacy (PharmD)	Mdm Nurdiana Jamil nurdiana@cyberjaya.edu.my
		MSc in Pharmaceutical Science	Assoc. Prof. Dr Mahani Mahadi mahani@cyberjaya.edu.my
		PhD in Pharmaceutical Science	Assoc. Prof. Dr Mahani Mahadi mahani@cyberjaya.edu.my

No	Faculty/Centre	Programmes	Programme Coordinator
4	Faculty of Psychology and Social Sciences	Diploma in Psychology	Ngu Shy Yi shyyi@cyberjaya.edu.my
		Diploma in Early Childhood Education	Mdm. Gaayatri Nesan gaayatri@cyberjaya.edu.my
		Bachelor of Early Childhood Education	Mdm. Aqila Liyana binti Abdul Rauf aqilaliyana@cyberjaya.edu.my
		Diploma in Mass Communication	Mr. Robin Tan tanginkien@cyberjaya.edu.my
		Bachelor in Mass Communication (Honours)	Mdm. Marzura binti Abdul Malek marzura.am@cyberjaya.edu.my
		Bachelor of Education (Hons) in Teaching English as a Second Language	Mr. Clarence Lim Kia Seng clarence@cyberjaya.edu.my
		Bachelor of Psychology (Hons)	Dr. Athirah Yasmin athirah@cyberjaya.edu.my
		Master of Clinical Psychology	LIM JIA HANG limjiahang@cyberjaya.edu.my
		Master in Science (MSc)	ASSOC. PROF. DR. CRENDY TAN YEN TENG crendytan@cyberjaya.edu.my
		Doctor of Philosophy (PhD)	ASSOC. PROF. DR. CRENDY TAN YEN TENG crendytan@cyberjaya.edu.my
5	Faculty of Health	Diploma in Medical and Health Science	Mohd Saifuddin Bin Hj Sirat mohdsaifuddin@cyberjaya.edu.my
		Bachelor of Physiotherapy (Hons)	Nur Alya Natasya Binti Md Taib nuralyanatasya@cyberjaya.edu.my
		Bachelor of Dietetics (Hons)	Dr. Hanisah Binti Rosli hanisah@cyberjaya.edu.my
		Master of Physiotherapy	Balaji Sivapiragasam balaji@cyberjaya.edu.my
		Bachelor of Homeopathic Medical Science (Hons)	Dr. Reishmi B Devan reishmi@cyberjaya.du.my
		Diploma in Nursing	Kala Raani a/p Chandra Guindan kalaraani@cyberjaya.edu.my
		Bachelor of Nursing (Hons)	Dr Manjit Kaur Khaira manjitkaur@cyberjaya.edu.my
		Master in Science (MSc)	Prof. Phelim Yong Voon Chen phelim.yong@cyberjaya.edu.my

No	Faculty/Centre	Programmes	Programme Coordinator
		Doctor of Philosophy (PhD)	**Prof. Phelim Yong Voon Chen** phelim.yong@cyberjaya.edu.my
6	**Faculty of Safety & Health**	**Diploma in Occupational Safety and Health (DOSH)**	**Nurul Fathiah Binti Mohd Khamrol Nizam** fathiah.mkn@cyberjaya.edu.my
		Bachelor in Occupational Safety and Health (Hons) (BOSH)	**Nurul Natasya Binti Md Drus** natasya.mddrus@cyberjaya.edu.my
		Bachelor in Occupational Safety and Health (Hons) (BOSH) ODL	**Dr Ainul Naqueah** ainulzainal@cyberjaya.edu.my
		Master of Science in Occupational Safety and Health Management (MOSH)	**Haqimi Haningrad Ahmad** haqimi@cyberjaya.edu.my
		Master in Science (MSc)	**Assoc. Prof. Dr Rosli Abdul Rahman** rosli@cyberjaya.edu.my
		Doctor of Philosophy (PhD)	**Assoc. Prof. Dr Rosli Abdul Rahman** rosli@cyberjaya.edu.my
9	**Centre of Biomedical Engineering**	**Bachelor of Biomedical Engineering Technology (Hons)**	**AP Dr Kamalia binti Zahari** norkamalia@cyberjaya.edu.my
		Master in Science (MSc)	**AP Dr Kamalia binti Zahari** norkamalia@cyberjaya.edu.my
		Doctor of Philosophy (PhD)	**AP Dr Kamalia binti Zahari** norkamalia@cyberjaya.edu.my
10	**Faculty of Business & Technology**	**Diploma in Business Administration**	**Ms Siti Mursyidah** siti.mk@cyberjaya.edu.my
		Diploma in Accounting	**Ms Siti Mursyidah** siti.mk@cyberjaya.edu.my
		Diploma in Information Technology	**Ms Godiswary A/P Paramasivam** godiswary.paramasivam@cyberjaya.edu.my
		Bachelor in Business Administration (Hons)	**Dr Priya** priya@cyberjaya.edu.my
		Bachelor in Accounting and Finance (Hons)	**Ms Siti Mursyidah** siti.mk@cyberjaya.edu.my
		Bachelor in Information Technology (Hons)	**Ms Godiswary A/P Paramasivam** godiswary.paramasivam@cyberjaya.edu.my
		Bachelor in International Business Management (Hons)	**Dr Priya** priya@cyberjaya.edu.my
		Master in Business Administration	**Ms Philominah** pminah@cyberjaya.edu.my
		Master in Islamic Finance	**Ms Siti Mursyidah** siti.mk@cyberjaya.edu.my
		Master of Business Administration (Online & Distance Learning)	**Dr Priya** priya@cyberjaya.edu.my
		Master of Business Data Science	**Dr Priya** priya@cyberjaya.edu.my
		Doctor of Philosophy (Management)	**Dr Maniyarasi** maniyarasi@cyberjaya.edu.my

No	Faculty/Centre	Programmes	Programme Coordinator
11	Faculty of Creative Art & Design	Diploma in Graphic Design	**Madam Nora Salena Binti Abdul Rashid** norasalena.ar@cyberjaya.edu.my
		Diploma in 3D Animation	**Mr. Fythullah Bin Hamzah** fythullah.hamzah@cyberjaya.edu.my
		Diploma in Digital Creative Content	**Mr Vincent A/L Richard Karuppiah** vincentrichard@cyberjaya.edu.my
		Bachelor of Multimedia in 3D Animation	**Mr. Fythullah Bin Hamzah** fythullah.hamzah@cyberjaya.edu.my
		Bachelor of Art in Graphic Design (Advertising)	**Madam Nora Salena Binti Abdul Rashid** norasalena.ar@cyberjaya.edu.my
		Bachelor in Creative Multimedia	**Mr Vincent A/L Richard Karuppiah** vincentrichard@cyberjaya.edu.my
12	Centre for Research & Graduate Studies (CRGS)	Master in Science (MSc)	**Prof Shamima Abd Rahman** shamima@cyberjaya.edu.my
		Master of Medical Science (MSc) (By Research)	**AP Dr Al-Abed Ali Ahmed Al-Abed** dralabed@cyberjaya.edu.my
		Master of Pharmaceutical Sciences	**Ap Dr Mahani Mahadi** mahani@cyberjaya.du.my
		Doctor of Philosophy (PhD)	**Prof Shamima Abd Rahman** shamima@cyberjaya.edu.my
		Doctor of Philosophy (PhD) in Medical Science	**AP Dr Al-Abed Ali Ahmed Al-Abed** dralabed@cyberjaya.edu.my
		Doctor of Philosophy (Ph.D.) Pharmaceutical Sciences	**Ap Dr Mahani Mahadi** mahani@cyberjaya.du.my
		Doctor of Philosophy (Management)	**Dr Maniyarasi** maniyarasi@cyberjaya.edu.my

STUDENTS' RESPONSIBILITIES

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

Compliance with the academic conditions and criteria pursuant to the academic regulations of the University.

Compliance with the registration process and due submission of all requested documents. All university fees are paid in accordance with the agreed payment schedule and records as well as receipts of payments to be retained by the students for record purposes.

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 study.

To not do anything that might bring disrepute to or damage the good name of 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 because of non-compliance with the rules, regulations and guidelines imposed by the University.

To dress appropriately on 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 a student at the University.

UNIVERSITY HEALTH ASSESSMENT

Students pursuing certain programme such as medicine, nursing, 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.

ORIENTATION PROGRAMME

The 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 Affairs Department with activities and presentations by heads of departments. Orientation compulsory and is counted as part of the attendance as it helps 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.

STUDENT SUPPORT HUB

Student Support Hub (formerly the Student Centre) is on Level 1 of the Tower Block. Whether you need help with General Enquiries, Financial Aid, Accommodation, Admissions and Records, Student Visa matters, Finance, or Exams, our dedicated team is here to assist you with prompt and reliable support—all in one convenient location.

General Enquiries

Financial Aid

Accommodation

Admissions and Records

Student Visa

Finance

Exams

Operating hours:
Monday–Friday, 9:00 a.m. – 5:00 p.m. (Closed on weekends & public holidays)

To ensure a smooth and efficient service, we will be implementing a queue system for your convenience. This system will help streamline the process and make it easier for students to receive services in a timely manner.
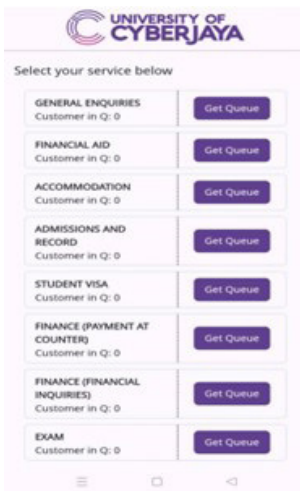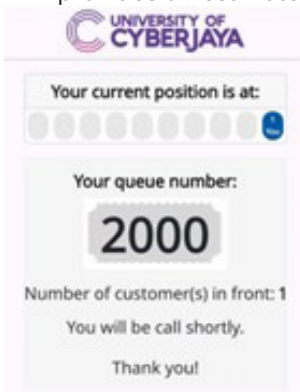
Queue Management System

1. **Scan The Qr Code**

2. **Students select the type of support they need**

3. **Queue Registration**
   • Students register for the selected service.
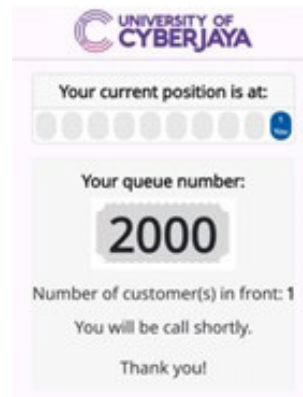   • The system assigns a queue number and provides an estimated waiting time

4. **Waiting Area or Remote Notification**
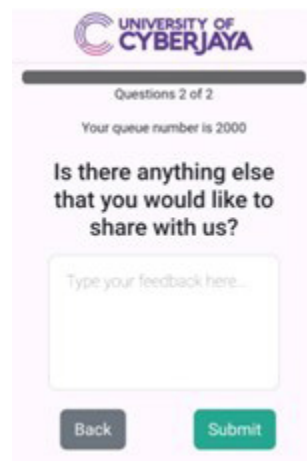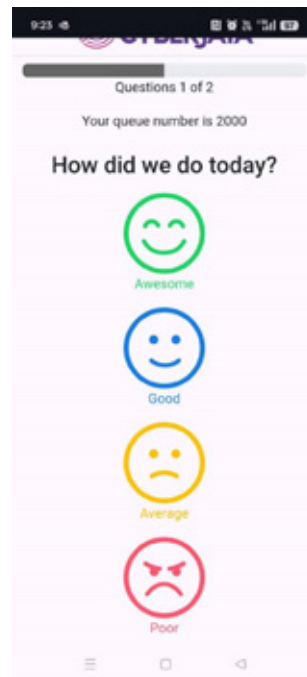   • Students can wait in the designated area

5. **Service Engagement**
   • When called, the student proceeds to the counter.

6. **Feedback Option**
   • After the session, the system may prompt the student to provide feedback on the service received.

GENERAL ENQUIRIES

Role:

The General Enquiries Counter at the University of Cyberjaya Student Support Hub serves as the first point of contact for students seeking assistance, guidance, or information related to their university experience. Whether you're a new student navigating campus life or a returning student with specific queries, the counter is here to support you.

Key Functions:

- **Referral Services:**
  o Refer students to the appropriate units for specific concerns (e.g., sponsorship, accommodation, counselling, academic affairs).
  o Liaise with internal departments to coordinate follow-up actions when needed.

- **Student Support Services Coordination:**
  o Assist in logging and tracking general student issues or concerns.

- **Feedback Channel:**
  o Receive and document feedback, complaints, or suggestions from students for further escalation to the Student Affairs team.

FINANCIAL AID

Sponsorship & Financial Aids Unit

The **Sponsorship and Financial Aids Unit** operates under the **Student Affairs Department (STAD)** of the **University of Cyberjaya** and plays a vital role in supporting students' financial well-being throughout their academic journey. The unit is dedicated to ensuring that qualified students, regardless of their socio-economic background, have equitable access to financial support, enabling them to focus on their studies and personal growth.

Our Purpose and Commitment

The Sponsorship and Financial Aids Unit exists to:

- Facilitate access to a wide range of **financial assistance, educational sponsorships**, and **scholarships**.
- Ensure that **students facing financial hardship** are supported through structured aid mechanisms.
- Build strategic partnerships with **external sponsors, government bodies, foundations**, and **corporate organisations** to create more opportunities for students.

Key Functions

The unit carries out the following core functions:

1. **Scholarships & Sponsorship Coordination**
   - Administers and coordinates applications for **internal and external scholarships**, including merit-based and need-based awards.
   - Acts as the liaison between students and sponsoring bodies such as **JPA, MARA, MAIPs, corporate donors**, and **private foundations**.
   - Facilitates offer documentation, progress reporting, and compliance with sponsor requirements.

2. **Financial Aid & Zakat Assistance**
   - Coordinates **Zakat assistance** through partnerships with zakat institutions (e.g., Lembaga Zakat Selangor, MAIWP).
   - Processes applications with confidentiality, fairness, and proper financial assessment.

3. **Student Financial Hardship Support**
   - Provides structured support for students experiencing **temporary or prolonged financial difficulty**.
   - Offers **payment plan arrangements** and **referrals** to relevant welfare bodies.
   - Conducts assessments and engages with relevant internal units (e.g., Finance Department) to facilitate solutions.

4. **Outreach & Advisory Services**
   - Organizes **financial literacy briefings**, scholarship clinics, and sponsorship briefings for students.
   - Offers one-to-one **advisory sessions** for students to explore available financial aid options.
   - Assists with the **documentation and submission** of applications, appeals, and renewals.

5. **Collaboration and Funding Development**
   - Proactively seeks and secures funding from government agencies, NGOs, and industry partners.

Student Centred Support

Our team is here to guide and assist you throughout your financial aid journey. Whether you are applying for a scholarship, facing challenges paying your fees, or seeking zakat assistance, we are committed to helping you find the right support so you can continue your studies with peace of mind.

STUDENT ACCOMMODATION

The **Accommodation Counter** at the University of Cyberjaya serves as the central point of contact for all matters related to student housing. It is committed to providing support and assistance to both local and international students in securing comfortable, safe, and convenient living arrangements throughout their academic journey at UoC.

Key Roles and Responsibilities:

- **Student Housing Information & Guidance**
  Provides comprehensive information on available on-campus and off-campus accommodation options, including types of rooms, rental rates, facilities, and policies.

- **Application & Booking Support**
  Assists students in the application and booking process for accommodation, including form submission, documentation checks, and room allocations.

- **Check-In & Check-Out Coordination**
  Manages the check-in and check-out process, ensuring students are briefed on housing rules, inventory lists, and security measures.

- **Liaison with Accommodation Providers**
  Acts as a communication link between students and external accommodation providers to help resolve issues such as maintenance requests, lease queries, or rental payments.

- **Complaint & Issue Resolution**
  Receives and responds to student feedback, concerns, or complaints regarding accommodation matters, working with relevant parties to ensure timely and fair resolution.

- **Information on House Rules & Conduct**
  Briefs students on housing rules, safety regulations, and codes of conduct to promote a harmonious and respectful living environment.

- **Emergency Assistance Support**
  Provides assistance during emergency situations (e.g. health, safety, or facility-related) by coordinating with campus security, health services, or local authorities when necessary.

Email and phone
- hostel_uoc@cyberjaya.edu.my
- 03 8313 7225

For accommodation handbook, please scan the QR code

Front View of Edusphere Suites Accommodation

ADMISSION & RECORDS

Role of Admission and Record Counter

1. Request and collection of Study Completion Letter

2. Request and collection of Verification Letter
   - Rapid KL
   - Open Bank
   - General
   - Sponsorship

3. Collection /Replacement of Matriculation Card

4. Withdrawal of KWSP

5. Request of Withdrawal/Deferment/Change of Programme Form

6. Updated the student profile details : Address, Email

Email and phone
admissions@cyberjaya.edu.my
03-83137000
Ext : 7247, 7173, 7110

Important notes
Please bring your student ID for the verification your student status.

STUDENT VISA (INTERNATIONAL STUDENT)

The **Student Visa Counter** at the University of Cyberjaya plays a crucial role in supporting the needs of our international student community. It operates and serves as the main liaison between students and immigration-related authorities in Malaysia.

Primary Functions

1. **Student Visa Renewal**
   - Assists new international students with the **initial student visa (pass) application** process before arriving in Malaysia.
   - Facilitates **renewal of student visas** for continuing students to ensure valid immigration status throughout the study period.

2. **Immigration Compliance & Advisory**
   - Provides guidance on **Malaysian immigration laws and EMGS (Education Malaysia Global Services)** requirements.
   - Monitors student visa validity and communicates with students on **renewal deadlines**, **compliance matters**, or **immigration issues**.

3. **Document Endorsement & Processing**

   - Handles endorsement and submission of essential documents including:
     - o   Offer letters
     - o   Medical reports
     - o   Personal bond and insurance documents
     - o   Passport for visa sticker placement

4. **Communication with Authorities**

   Coordinates directly with EMGS, the Immigration Department of Malaysia, and related government agencies on behalf of the university and its students.

5. **Exit & Re-entry Support**

   Advises students on procedures related to travel during studies, including special passes, exit clearance, or visa cancellation upon completion.

Operating Hours & Contact
The Student Visa Counter is located at the **Student Support Hub**. Students are encouraged to visit or make appointments for visa matters during working hours.

Email and phone
- isvu@cyberjaya.edu.my
- 03-8313 7139
- 03-8313 7146

Important notes
Always carry your passport or Ikad with you for identification purposes

FINANCE

Finance Department
What can we help you with?

- NEW Student - Receipt request
- Payment proof (UOC)
- Statement of Account (SOA)
- Sponsors
- Refund
- EPF withdrawal
- Visa related
- Others
- STAFF Request
- Payment proof (CCC)
- Payment proof (Oxbridge)

Should you require any assistance related to the Finance department, kindly contact us via Finance Helpdesk at **www.cyberjaya.edy.my/helpdesk > Finance Department**

ACCOUNT RECEIVABLE

Contact number:
- +603-8313 7000 / 7111 / 7106 / 7108
- Location: Level 1, Student Support Hub.

PAYMENT INSTRUCTION
As part of UoC's initiative to "Go Green", we would encourage all the students and parents to make the fees payment by using electronic method of payment. Go Green and save the earth.

Kindly scan and email to Finance Helpdesk a copy of proof of payment (e.g. bank in slip, transfer receipts) via **www.cyberjaya.edu.my/helpdesk** with the student's matrix number, student's name and contact number. Proof of payment will be accepted by UOC only upon UOC and/or bank's verification.

FEE PAYMENT METHODS
Students can make payment through the following payment options.

PAYMENT OVER THE COUNTER

OPTION 1: DUITNOW QR
Students can scan the QR Code provided at Student Support Hub, Level 1

Important Note: *The official receipt will be issued immediately. Students can download and print it from the UC Campus Portal.*

OPTION 2: DEBIT/CREDIT CARD

Students may make the payment by credit card/debit card over the Finance counter at Student Support Hub, Level 1 Monday to Friday (9am – 5pm**)**

Important Note: *The official receipt will be issued immediately. Students can download and print it from the UC Campus Portal.*

PAYMENT VIA ONLINE

JOMPAY

Biller Code: 72207
Ref-1: Student Matrix Number (without space/hyphen)
Ref-2: Student Name
Step 1: Look for the JomPAY logo on your invoice
Step 2: Login to Internet or Mobile Banking at your bank and look for JomPAY
Step 3: Enter the JomPAY Biller code "72207", Student Matrix at Ref -1 and Student Name at Ref-2

UC CAMPUS STUDENT PORTAL

Students may make the payment through the UC Campus Student Portal.
Scan the QR code to watch our step-by-step video guide on how to make your payment.

FLYWIRE (FOR INTERNATIONAL PAYMENT)

Login to https://payment.flywire.com/pay/payment bottom of the webpage or simply log in to flywire.com/help.

Flywire makes your payment process easier by allowing you to:
- Make payments from almost any country with competitive exchange rates and no hidden fees
- Track your payment status online and receive real-time email and SMS updates.
- Avoid intermediary bank fees, helping you save more.

Important note: *All International students required to raise a ticket and share the proof of payment (e.g., bank in slip, transfer receipts) via www.cyberjaya.edu.my/helpdesk with the student's matrix number, student's name and contact number.*

FINANCE HELPDESK
For any enquiries regarding payment or to seek further guidance, students may raise a ticket by scanning the provided QR code or by clicking this link www.cyberjaya.edu.my/helpdesk .

Student Fees Policy

The University has established a comprehensive Student Fees Policy and Procedure to ensure clarity and consistency in the payment of tuition fees and the handling of related financial matters.

Key highlights of the new policy:

1. **2% Discount for Advance Payment**
   - Students in full-time undergraduate, diploma, or foundation programs who make advance payment on their full tuition fees for the FULL academic year before the due date will be eligible for a 2% discount.
   - Important: The discount will be forfeited if you withdraw from the University. Refunds will be calculated based on the full amount before discount.

2. **Billing & Notification**
   - Please be informed that your tuition fee invoice will be generated on Day 1 of your new semester enrolment. A notification will be sent to your university email once the invoice is available.
   - Kindly note that it is your responsibility to log in to

3. **15-Day Credit Term**
   - All invoices must be settled within 15 days from the invoice date, in accordance with the 15- day credit term.

4. **Reminders & Penalties**
   - **Day 15:** A First reminder will be sent if no payment has been received.
   - **Day 16:** A RM100 penalty will be imposed for each overdue tuition fee invoice. This charge will continue to be applied monthly until full settlement.
   - **Day 22:** A Second Reminder will be sent if the invoice remains unpaid.
   - **Day 30:** If no payment is received by Day 30 from the invoice date, the student account will be placed under financial suspension.
   - **Week 7:** Automatic de-enrolment from the semester if fees remain unpaid and no contact is made.

5. **Consequences of Financially Suspension** *(If suspended due to non-payment, you will:)*

Academic Restrictions	Under financial suspension, students will be ineligible to enroll in any semester, denied access to formal teaching sessions and university venues, lose the right to sit for assessments and exams, and be ineligible to graduate.
System Access Restrictions	Students under financial suspension will experience loss of access to library services and WebOPAC, computer systems and internet, eLearning platforms, and class timetables.
Information Restrictions	Students under financial suspension will lose the rights to view past or current continuous assessment results and full semester results, access programs completion letters, transcripts, or certificates, and will be ineligible to enroll in other programs at the University.

6. **Repayment Plan Option**
   - Students experiencing unexpected financial hardship must meet with Finance staff before the fee payment due date.
   - Provide documentation demonstrating financial hardship and evidence that all other financial support options have been exhausted.
   - If the repayment plan approved, adhere to the payment schedule which must be completed at least four weeks before final exams and two weeks before examination slip release.
   - Failure to adhere to the approved repayment plan will result the student account will be placed under financial suspension.
   - All students must make the upfront payment as a mandatory requirement.
   - Upon the repayment plan is approved, students will not incur late charges until completion of repayment schedule.
   - Student ineligible for payment plan includes who previously

For any finance-related enquiries, please contact the Finance Department through the Student Helpdesk Ticketing System by clicking this link Finance Helpdesk call us at **03-8313 7108**/**7088**/**7132**/**7106** or WhatsApp **011- 11110299**.

We strongly encourage all students to take note of these procedures and ensure timely payment to avoid disruptions to your studies.

EXAMS

Role of Exam counter

1. **Role of your counter**
   - Study Clearance Form Submission
   - Authorities form Submission
   - Release result (Transcript and scroll)
   - Exam related inquiries

2. **How to get in touch - Email and phone**
   - exam@cyberjaya.edu.my

3. **Important notes**
   - If students wish to request their results (Transcript/Scroll), they must bring the completed Study Clearance Form. If the collection is on behalf of the student, the authorized representative must also provide the completed Authority Form, copy of IC and Passport.

RESOURCES AND FACILITIES

Campus Security

1. 24-Hour Security Check
   - Security services are operational around the clock.
   - Students must carry and display their student ID at all times on campus.
   - Entry may be denied if ID is not presented upon request.

2. Restricted Campus Access After 10:00 p.m.
   - Students are not permitted to loiter or enter campus buildings after 10:00 p.m.

3. Compliance with Safety Notices
   - Students must follow all Safety & Security notices displayed across the campus.

Transport and Parking

1. Vehicle Parking Regulations
    - Illegal parking and double parking are strictly prohibited.
    - Any student vehicle found parked in unauthorized areas or double-parked will be clamped.
    - A fine of RM50.00 will be imposed for each violation.

2. Policy on Restricted Hours of Access
    - MBBS students are exempt from standard campus access hours due to their clinical responsibilities, including hospital postings and on-call duties.
    - All other students are required to adhere to designated campus access hours. Exceptions may be granted upon request and with prior approval from the relevant authority.

Bus Schedule

Trip	FROM STUDENT ACCOMMODATION (MV & THE ARC) ➜ UoC	
Bus 1 & 2	Morning	Afternoon / Evening
Monday	7:30 a.m. 8:00 a.m. 8:30 a.m. 9:00 a.m. 9:30 a.m. 10:00 a.m.	1:00 p.m. 1:50 p.m. 2:30 p.m. 4:45 p.m. (MONDAY–THURSDAY ONLY)
Tuesday		
Wednesday		
Thursday		
Friday		12:30 p.m. (ONLY)
Saturday	-	-
Sunday	-	-

Trip	FROM UoC ➜ STUDENT ACCOMMODATION (MV & THE ARC)	
Bus 1 & 2	Morning	Afternoon / Evening
Monday	12:40 p.m. 1:20 p.m. 2.10 p.m.	4:30 p.m. 5:00 p.m. 5:30 p.m. 6:00 p.m. 6:30 p.m. 7:00 p.m. 7:30 p.m. 8:15 p.m. 9:00 p.m.
Tuesday		
Wednesday		
Thursday		
Friday	12:10 p.m. 12:40 p.m. 2:30 p.m.	
Saturday	-	-
Sunday	-	-

Trip	Time	Notes
Student Accommodation / Campus ➜ Mosque	1:00 p.m.	Friday prayer service
Mosque ➜ UoC	2:10 p.m.	
UoC - MRT Utara (Drop Only)	4:30 p.m. 5:30 p.m. 6:30 p.m.	Bus/Van based on number of students

Remark:
- **A van service is available from Monday to Friday after 6:00 p.m.** to transport **students** from UoC to selected accommodation areas. Drop-off will be directly at the respective accommodation blocks.

Café Facilities – "Atelier" @ UG Level

The university café, **Atelier**, is located at the **Upper Ground (UG) Level** of the main campus building. Designed to be a vibrant social and dining hub, the café offers a comfortable space for students and staff to dine, study, or simply unwind.

Key Information:

- **Location:** UG Level, University of Cyberjaya

- **Capacity:** Up to 300 pax

- **Caterer:** Atelier

- **Type of Food Offered:**
  - Local Malaysian favourites (e.g., nasi lemak, mee goreng, nasi ayam)
  - Vegetarian corner
  - Beverages including hot drinks, juices, and smoothies

- **Operating Hours:**
  - **Monday – Friday:** 8:00 a.m. – 5:00 p.m.
  - **Saturday – Sunday & Public Holidays:** Closed (unless during special university events)

Note: The menu may be adjusted periodically to reflect seasonal items or special promotions.

Surau (Prayer Room) Facilities

The University of Cyberjaya is committed to supporting the spiritual needs of its Muslim students and staff. Surau (Muslim prayer facilities) are available in convenient locations across the campus.

Surau Locations:

- **UG Level:**
    o   A small prayer space conveniently located for quick access, ideal for use between classes or nearby events
    o   Includes ablution (wudhu') facilities for ease of preparation before prayers
    o   Fully air-conditioned, with prayer mats and copies of the Qur'an readily available for us

- **Level 1:**
    o   Spacious prayer area for **male** and **female** users, separated by designated entrances
    o   Equipped with ablution (wudhu') facilities
    o   Air-conditioned with prayer mats and Qur'an copies provided

Etiquette reminders are placed at all surau entrances. Users are encouraged to maintain cleanliness and respect the space for others.
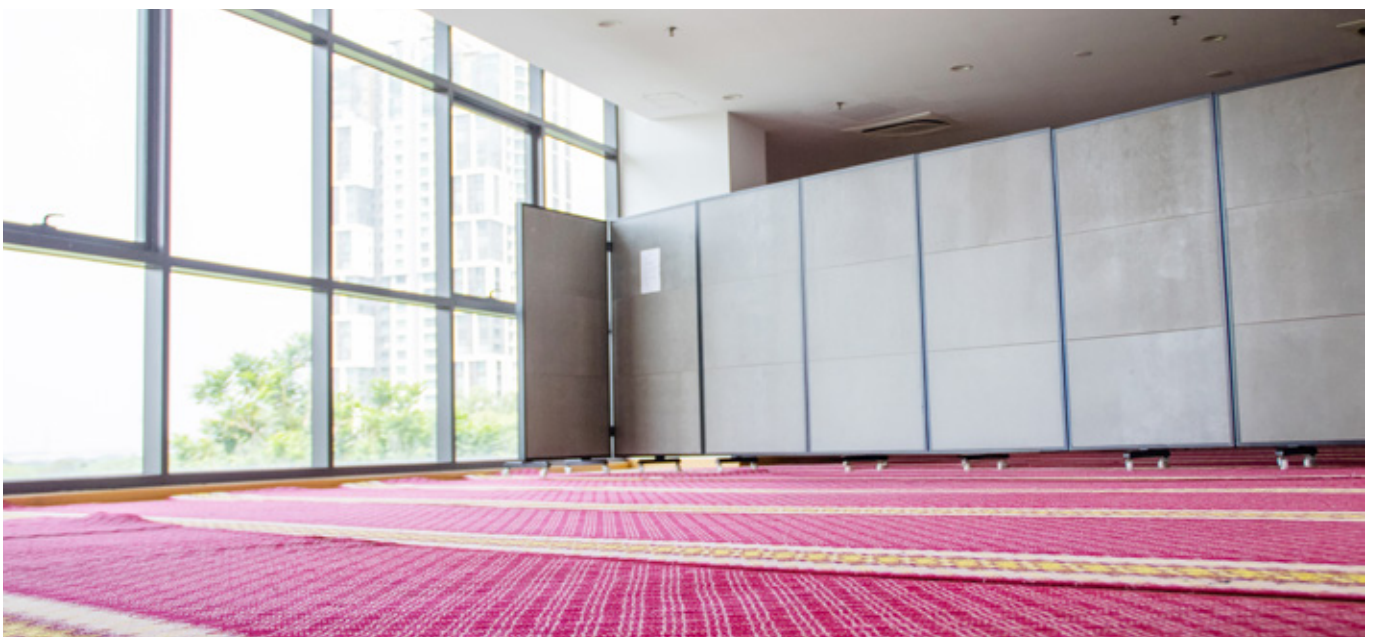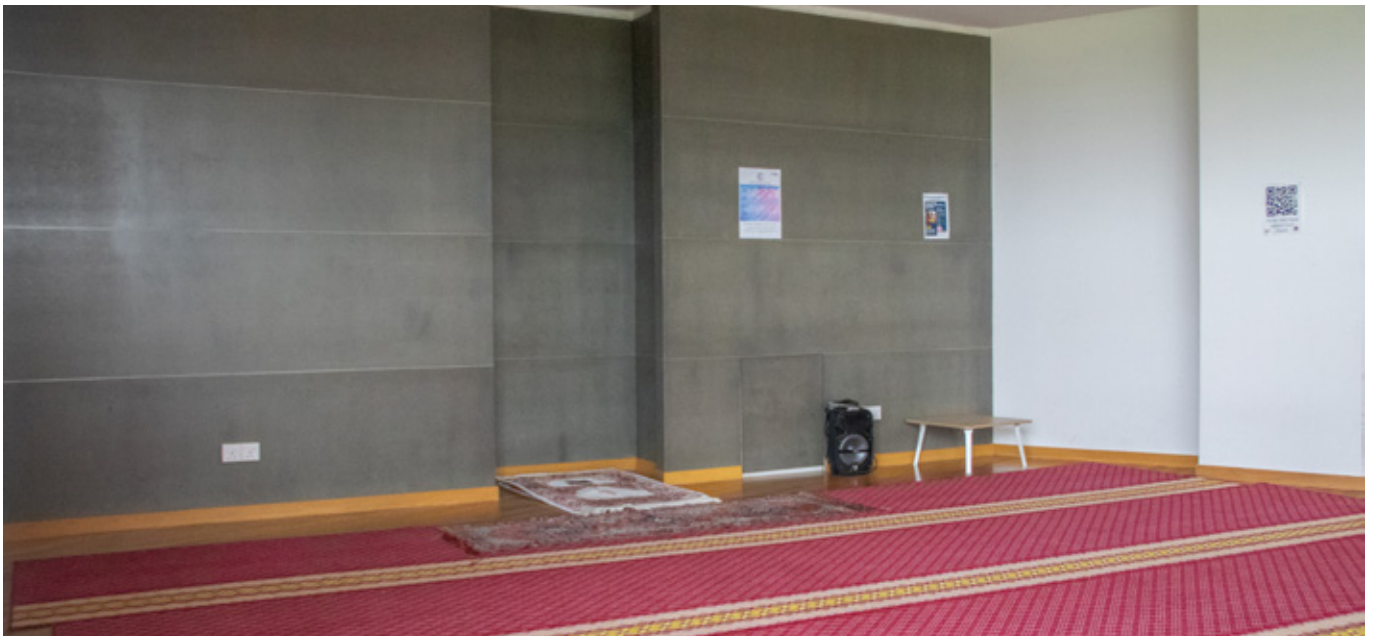
Computer Lab

a. All Computer Labs for teaching and research purposes are located on the UG Floor, at Academic block.
b. Students can use the Lab equipped with PC-compatible computers with internet access and default applications.
c. Assistance is available at the **IT Help Desk office at 4th Floor, Office tower, IT Department,** or call **03 8313 7000** or fill up our online IT Service Desk form ***https://cyberjaya.edu.my/helpdesk/***

IT Department's Operations Hours

Monday - Friday	10.00 a.m. - 5.00 p.m.
Saturday & Sunday	Closed

d. Rules and Regulations in the IT lab
    Do's
    •   Students must wear their Student ID. Those without ID are STRICTLY NOT ALLOWED in the computer labs.
    •   HANDLE all equipment with CARE.
    •   KEEP the computer labs CLEAN and TIDY.
    •   Ensure that the computers and monitors are properly shut down after used.
    •   REPORT to IT Helpdesk Officer if any computer is found faulty.

    Don'ts
    •   No food or drinks allowed.
    •   Pornography and other unethical websites are STRICTLY PROHIBITED.
    •   Install unauthorised software.
    •   Games are PROHIBITED.
    •   Do not attempt to remove, disconnect, or modify any installed device or cabling.

Wireless Internet Access
a. Available to all students signed-in through UOC Student & Guest.
b. Location coverage: Campus-wide.
c. To use Wi–Fi internet service, users just need to access via SSID: UOC Student & Guest (no password required)

Library & Study Facilities

a. Library is located on the UG floor near lift lobby 3, Academic Block in campus.
b. Collection includes books, journals, magazines, newspapers, AV materials and information resources in electronic format. Materials are easily retrieved based on the Library of Congress Classification Scheme.

Monday - Friday	8.00 a.m. - 9.00 p.m.
Saturday	10.00 a.m. - 4.00 p.m.

www.cyberjaya.edu.my/library
bestari.cyberjaya.edu.my

Laboratories

The Laboratory Department at the University of Cyberjaya is a core support unit that plays a vital role in enhancing the quality of education and research. It provides comprehensive laboratory facilities and technical support to ensure students and staff experience a safe, well-equipped, and effective environment for learning and discovery.

Key Functions and Responsibilities

The department is responsible for four major areas:

- **Teaching & Learning**
  The department prepares and sets up laboratory spaces and simulated wards (simwards) for practical sessions, skills training, and clinical-based education. This includes managing equipment, consumables, and safety protocols to ensure effective hands-on learning.

- **Research Support**
  The department assists both undergraduate and postgraduate students with their research needs. This includes access to lab facilities, equipment, and technical support to facilitate research planning and execution.

- **Maintenance & Calibration**
  All laboratory equipment and instruments are regularly checked, maintained, and calibrated to ensure accuracy, safety, and operational efficiency. The department ensures minimal downtime and safe usage of all laboratory assets.

- **Budget & Procurement**
  The department is responsible for forecasting and managing budgets, procuring lab apparatus, chemicals, consumables, and research-related materials. Purchases are made to support teaching, research, and maintenance needs.

Laboratory Facilities

The University boasts a comprehensive suite of laboratories across various levels:

- **Level 2 (Dry Labs & Clinical Skills Areas):**
  Includes Medical Devices Labs, Occupational Safety & Health Lab, Skills Lab (Nursing), Basic Skills Lab (Physiotherapy), Simulated Wards (O&G, Surgery, A&E & Orthopaedics, Paediatrics), Mock Ward, Mock Pharmacy, Hospital Simulation, Health & Psychology Therapy Rooms, Therapeutic Gym, and the Anatomy Gallery.

- **Level 3 (Wet Labs & Research Labs):**
  Features Chemistry Lab, Clean Room, Molecular Research Lab, Medical Science Labs 1 & 2, Instrumentation Lab, Electronics & Electrical Lab, Pharmaceutical Compounding Lab, Pharmacognosy Lab, Dietetic Lab, Traditional & Complementary Medicine Lab, Cosmetics/Bioequivalence & Halal Lab, Manufacturing Simulation Lab, and the Research Lab.

- **Level LG (Teaching & Research Labs):**
  Dissection hall and the Animal lab

Each lab varies in capacity, with the largest being Medical Science Lab 1 (100 pax) and others ranging from 24 to 50 pax depending on the function and equipment.

Safety and Compliance

Strict adherence to safety regulations is mandatory. All users must follow strict laboratory safety rules:

- Wear lab coats and proper closed footwear.
- Tie back long hair and avoid loose clothing or dangling accessories.
- Use personal protective equipment (PPE) when handling hazardous materials.
- Dispose of waste correctly in labeled containers for chemical waste, sharps, and biohazards.

These rules are enforced to maintain a safe and professional working environment.

Laboratory Access & Booking

Research students who wish to use laboratory facilities after office hours or during weekends must submit a formal lab booking request. The booking must be approved by a supervisor and submitted at least two working days in advance. Access outside normal operating hours is only allowed with prior authorization. Students must be punctual, follow safety guidelines, and use the facilities responsibly at all times.

Animal Handling Procedures

For research involving live animals, a detailed protocol is in place covering purchase, care, usage, and disposal. Undergraduate requests are handled by the lab department, while postgraduate processes fall under the Graduate Research School (GRS). All usage must be documented, and carcasses must be appropriately managed and comply with biosafety protocols.

Commitment to Excellence

The Laboratory Department is dedicated to upholding the highest standards of safety, functionality, and academic support. With a state-of-the-art environment and a professional team, it serves as a cornerstone of the university's practical learning experience.

For assistance or more information, students can refer to the Laboratory SharePoint site (scan QR code below) or visit the lab office (level 2) directly.

STUDENT AFFAIRS DEPARTMENT (STAD)

The **Student Affairs Department (STAD)** at the **University of Cyberjaya** plays a central role in nurturing student success, development, and well-being throughout your academic journey. Our mission is to ensure a supportive, vibrant, and inclusive campus environment where students can thrive both academically and personally.

Our Role and Functions

As a key support unit within the university, STAD serves as the main point of contact for student life and welfare matters. We are committed to:

- **Supporting Student Development:** Fostering leadership, soft skills, and character building through diverse programs and engagement activities.

- **Managing Student Welfare and Conduct:** Ensuring student issues are addressed professionally while upholding university regulations and promoting a safe and respectful community.

- **Enhancing Campus Experience:** Creating a dynamic and enriching university life through co-curricular, cultural, recreational, and community service activities.

- **Providing Financial Aid and Sponsorship Support:** Facilitating access to scholarships, sponsorships, zakat, and financial assistance for eligible students.

Core Services Offered

We are here to support you in every step of your university life through the following services:

1. **Student Activities & Leadership Development**

   - Organising clubs, societies, leadership camps, and volunteer opportunities.
   - Coordinating annual events such as Orientation Week, Cultural Celebrations, and Club & Society Day.
   - Registering and overseeing student organizations and their initiatives.

2. **Student Welfare & Support**

   - Handling student counselling, feedback, grievances, and disciplinary matters.
   - Providing assistance and referrals for personal or academic issues.
   - Supporting special needs or emergency cases with discretion and care.

3. **Financial Aid, Scholarships & Sponsorship**

   Our goal is to remove financial barriers so that students can focus on their studies, succeed academically, and complete their journey at UoC with confidence and dignity.

   - Managing applications for university-based and external financial assistance.
   - Offering guidance on zakat, financial aids, and sponsorship application processes.
   - Assisting students facing financial hardship through structured support mechanisms.

4. **Co-Curricular & Community Engagement**

   - Coordinating co-curricular activities and promoting volunteerism and social impact programs in partnership with NGOs and communities.

We believe that student life is more than just academics. Through STAD, you will find countless opportunities to grow, connect, and make your mark on the university community. If you ever need guidance or support, our doors are always open.

Let's make your journey at the University of Cyberjaya a meaningful and memorable

- Instagram:sege.uoc
- Email: stad@cyberjaya.edu.my

STUDENT CODE OF CONDUCT

Know Your Student Code of Conduct

At the University of Cyberjaya, the Student Code of Conduct is your guide to being a responsible, respectful, and engaged member of our campus community. It outlines how you can:

Act with Integrity
Uphold honesty in all academic and personal conduct, avoid plagiarism, cheating, and dishonesty.

Respect Others
Treat fellow students, staff, and the wider community with dignity, kindness, and inclusivity.

Follow University Rules
Comply with all university policies and regulations both on and off campus, including in digital spaces.

Be Accountable
Take responsibility for your actions and help contribute to a safe, supportive learning environment.

By embracing these principles, you help foster a culture of trust, professionalism, and mutual respect the foundation of a thriving academic community.

Discover the Full Code of Conduct

Together, we create a university environment where everyone can succeed, feel safe, and be supported.

RULES AND REGULATIONS FOR STUDENTS

At the University of Cyberjaya, students are regarded as ambassadors of the institution. As such, they are expected to uphold the university's values of professionalism, respect, and ethical conduct at all times. The following rules and regulations serve as a foundation to promote a safe, respectful, and conducive learning environment for all members of the university community.

These regulations apply to all students—local and international—throughout their period of study and during all university-related activities, whether on or off campus. Familiarity and compliance with these rules are essential to ensure a productive and harmonious university life.

1. **Dress Code Policy**

   The university promotes a smart, modest, and respectful appearance aligned with the values of professionalism and cultural sensitivity.

   Students are expected to:
   • Dress appropriately at all times while on campus, including during lectures, in administrative offices, and during official university events.
   • Avoid attire that is too revealing, torn, offensive, or inappropriate for an academic environment.
   • Wear formal or semi-formal attire for presentations, meetings, and ceremonial functions (e.g., batik, Baju Kurung, collared shirts, long pants/skirts).
   • Adhere to dress requirements specific to certain faculties or labs (e.g., lab coats, covered shoes, scrubs).

   Inappropriate clothing examples include:
   • Sleeveless tops, short skirts/shorts above the knee, low-cut blouses, and attire with vulgar or offensive graphics or language.

   Refer to : UOC Dress Code Policy/Guidelines

UNIVERSITY DRESS CODE

LECTURES AND OFFICIAL FUNCTIONS

CASUAL EVERYDAY WEAR

2. **No Smoking & Vaping Policy**

The University of Cyberjaya is committed to promoting a healthy and smoke-free campus. Smoking and vaping are strictly prohibited in accordance with Malaysian Health Regulations and university policy.

Key regulations include:
- Smoking and vaping are not allowed in any university building, facility, or compound, including lecture halls, offices, restrooms, stairways, lifts, common areas, and surrounding premises.
- This policy applies to traditional cigarettes, e-cigarettes, vape devices, and other tobacco or nicotine-related products.
- Offenders may be subject to disciplinary action, including warnings, fines, or referral to external authorities.

Students are encouraged to seek assistance from health services if they wish to quit smoking.

NO SMOKING NO VAPING

3. **Student Disciplinary Policy**

The university holds students accountable for their conduct through a structured disciplinary framework that upholds fairness, integrity, and due process.

Offenses subject to disciplinary action include (but are not limited to):
- Academic dishonesty (e.g., cheating, plagiarism, data falsification).
- Misconduct (e.g., harassment, bullying, theft, vandalism, alcohol or drug abuse).
- Violation of university rules, safety regulations, or civil/criminal laws.
- Disruptive behavior that affects university operations or the rights of others.

Disciplinary actions may involve:
- Formal warnings or reprimands
- Fines or compensation
- Suspension of privileges or access to university services
- Temporary suspension or permanent expulsion

All disciplinary cases are handled by the **Student Disciplinary Committee**, which will conduct fair investigations and provide students the right to respond to allegations.

Commitment to Student Accountability

The University of Cyberjaya emphasizes that these rules are not meant to restrict freedom, but rather to nurture a responsible and respectful academic community. Compliance is part of developing the personal and professional values expected of graduates of this institution.

We encourage all students to take these guidelines seriously and seek clarification from the Student Affairs Department when in doubt.

COUNSELING & STUDENT WELFARE

The counsellors under the Student Affairs Division are certified and registered counsellors under the Malaysian Board of Counsellors and abide by the codes of ethics under the Counsellors Act 1998. Counselling services offered are free and conducted in an individual counselling room to ensure the confidentiality of each session. All clients' personal information is strictly confidential and is shared only with the person's permission.

The University Counselling Unit offers counselling and guidance services, identify, understand personal, social, emotional, career, academic and learning issues and problems faced by students.

We also conduct programs to promote and develop the natural abilities of individuals optimally such as self-enhancement and personal growth in areas of personality, confidence, motivation, and acquirement of soft skills.

MEET YOUR COUNSELLORS

Miss Radhiah
✉ radhiah@cyberjaya.edu.my
011 - 18568562
📍 UoC Student Affairs Department

Miss Racheal Olivia
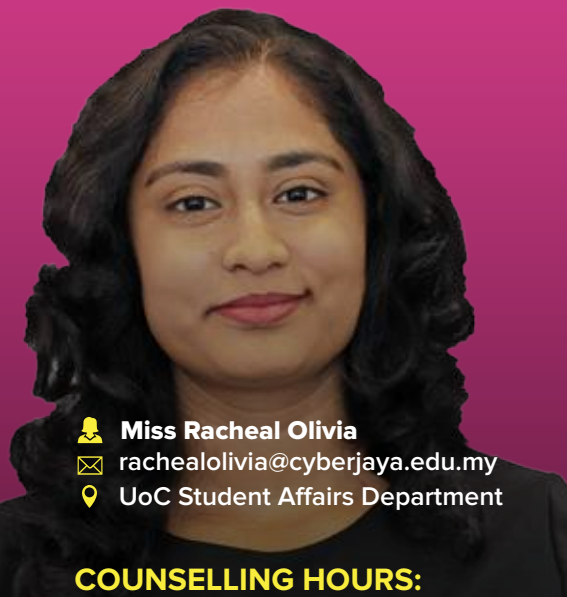✉ rachealolivia@cyberjaya.edu.my
📍 UoC Student Affairs Department

UOC COUNSELLING SERVICES

We are a UoC Student Affairs support service that offers emotional and mental health support to students who are facing personal challenges or difficulties.

OUR SERVICES

- ☑ Individual Counselling
- ☑ Group Counselling
- ☑ Career Guidance

No Charges Apply to All UoC Students.

COUNSELLING HOURS:

MONDAY - THURSDAY

Morning: 9:00 a.m. - 12:30 p.m.
Evening: 2:00 p.m. - 5:00 p.m.

FRIDAY

Morning: 9:00 a.m. - 12:30 p.m.
Evening: 2:30 p.m. - 5:00 p.m.

GROUP PERSONAL ACCIDENT

Group Personal Accident (GPA) Insurance Coverage for Students (local only)

As part of our commitment to student well-being, the University of Cyberjaya provides **Group Personal Accident (GPA) Insurance coverage** for all active, registered students throughout their period of study.

Purpose
The GPA insurance is designed to offer **financial protection** to students and their families in the unfortunate event of **accidents** that result in injury, permanent disability, or death, whether on-campus or off-campus, during academic or extracurricular activities.

Key Features of Coverage
- **24-hour worldwide coverage**, including weekends and semester breaks

- **Coverage includes:**
  o Accidental death
  o Permanent disability
  o Medical expenses due to accidental injuries
  o Hospitalisation allowance (if applicable)

- **Applicable during:**
  o Classes and lab sessions
  o University-sanctioned events, trips, and activities
  o Daily commutes to and from campus

Eligibility
- All **full-time and part-time students** who are officially registered with the University of Cyberjaya are automatically covered under the policy.

Claims Process
1. **Notify the Student Affairs Department (STAD)** immediately after an accident occurs.

2. Submit the necessary documents, which may include:
   o Medical report or hospital bills
   o Police report (if applicable)
   o Proof of university activity involvement (if relevant)

3. The Student Affairs team will assist in submitting the claim to the insurance provider and provide updates on the claim status.

Important Notes
- Claims must be submitted **within the timeframe stated in the insurance policy** (usually within 30 days from the date of incident).
- The insurance policy **does not cover pre-existing conditions**, self-inflicted injuries, or incidents under the influence of drugs or alcohol.
- Detailed terms, coverage limits, and exclusions are available at the **Student Affairs Department**.

If you need assistance or further information about the GPA insurance, please contact:
Student Affairs Department
Email: stad@cyberjaya.edu.my
Tel: +60 (3) 8313 7000

CAREER SERVICES SUPPORT

Whether you're polishing your resume or preparing for interviews, the UoC Career Services is here to support you with personalised services tailored just for you.

– **Career Counseling & Coaching**
  Receive tailored guidance to explore career options and define your path.

– **CV/Resume & Cover Letter Reviews**
  Make a strong first impression—get expert tips to refine your job applications.

– **Interview Preparation**
  Practice with mock interviews and learn how to present yourself with confidence.

– **Nursing Sponsorship Enquiries**
  Have questions about nursing sponsorship opportunities? We are here to assist with enquiries. (Note: this is not an application portal.)

Whether you are preparing for your first job or planning your future, let us guide you with expert advice and tools to succeed.

☑ Book your session today!
☑ Location: Career Hub, Level 1, Tower Block, University of Cyberjaya

We look forward to supporting your journey beyond the classroom!

ALUMNI LIAISON OFFICE

Be a UOC Alumni Member

The University of Cyberjaya Alumni Network is more than just a platform; it's a dynamic community of like-minded individuals who share a common bond—their journey through the halls of UoC. By joining our alumni network, you open the door to a myriad of opportunities that will not only enrich your life but also contribute to the legacy of our beloved institution.

Here are compelling reasons why you should become an integral part of the University of Cyberjaya Alumni Network:

Professional Networking Opportunities:
As a UoC alum, you'll gain access to an extensive network of professionals across various industries. Networking is a powerful tool in today's competitive job market, and our alumni network provides a platform for you to connect with experienced professionals, potential mentors, and fellow graduates who can offer guidance and support in your career journey.

Career Advancement and Mentorship:
Our alumni network is committed to fostering career growth. Through exclusive events, workshops, and mentorship programs, you'll have the chance to learn from the experiences of those who have walked the path before you. Whether you're looking for career advice, job opportunities, or industry insights, our alumni community is here to support your aspirations.

Stay Informed and Inspired:
Stay updated on the latest developments in your field and the University itself. Receive invitations to exclusive alumni events, conferences, and seminars that provide opportunities to expand your knowledge, gain new perspectives, and stay connected with the cutting-edge innovations emerging from UoC.

Give Back to Your Alma Mater:
Being part of the alumni network allows you to contribute to the growth and development of the University of Cyberjaya. Your experiences, insights, and successes can inspire current students and fellow graduates. Your involvement can make a meaningful impact on the future generations of UoC students.

Exclusive Alumni Benefits:
Enjoy a range of exclusive benefits, from discounts on further education opportunities to special privileges with our partner organisations. The alumni network is designed to provide tangible advantages that enhance both your personal and professional life.

Once a member, you'll receive regular updates, event invitations, and access to a wealth of resources designed to support your ongoing success.

Remember, your success is our pride, and together, we can continue to build a legacy of excellence.
We look forward to hearing from you.

Scan to register

STUDENT ACTIVITIES

The University of Cyberjaya promotes a well-rounded educational experience for its students so they can learn about various cultures and better their interpersonal and communication skills. Students can participate in extracurricular activities like leadership development, contests, futsal tournaments, charity events, and many more through clubs and organisations. Students are also urged to take part in volunteer work in the community. The student organisations and clubs at UoC are listed below.

UoC Student Council

UoC Student Council is part of the student community. It is the representative voice of UoC students. The purpose and duty of SRC is to:
• Ensure the wellbeing of all University of Cyberjaya students
• Maintain active engagement between students and the university management
• Bridge the gap between students from various faculties in University of Cyberjaya with student-centered activities

Student Council contact information:

Email: studentcouncil@cyberjaya.edu.my
Instagram: https://www.instagram.com/uocstudentcouncil/

UNIVERSITY OF CYBERJAYA LIST OF CLUB & SOCIETY

1	Medical Undergraduate Society (MUGS)
2	Cyberjaya University Pharmacy Students' Society (CUPSS)
3	Foundation Student Association (FoSA)
4	Cyberjaya University Biomedical Engineering Society (CUBES)
5	Medical Assistant Society (MAS)
6	OSH Club UoC
7	Psyche Club
8	University of Cyberjaya Homeopathic Medical Club
9	UOC Physiotherapy Club
10	Biz Club
11	UOC IT Society
12	Nightingales Unity Nurse Society (NUNS)
13	Student Clubs & Activities Patronage (SCAP)
14	Nature and Society Club
15	Sunathon Team UOC
16	Kelab Intelek Quran UOC
17	UOC Student Ecclesia
18	Tamil Language Club (TLC) UOC
19	International Student Committee (ISC)
20	Sudanese Students' Society UOC (SSS_UOC)
21	Elite Cyberjaya Huffaz Organization (ECHO) UOC
22	UOC Communication Master Club (CMC)
23	UOC International Society for Pharmaceutical Engineering (UOC ISPE) Student Chapter
24	Kelab Penyayang UOC
25	Medical Check Up Team (MCUT) UOC
26	Asian Medical Students' Association of University of Cyberjaya (AMSA UoC)
27	Calyx Netball Club UOC
28	UOC Futsal & Football Club (UOCFC)
29	UOC Badminton Club
30	UOC Volleyball Club
31	UOC Harmoni Cyberjaya
32	Chinese Language Society (CLS) UOC
33	UOC Debate club
34	Cyberjaya University Tailored Surgical Society (CUTSS)
35	Indian Cultural Society of Uoc (ICS)
36	UOC Kabaddi Club
37	Rhythm & Reel Society
38	ECHOS of Symphony
39	UOC Dance Club
40	BIBLIOMELO
41	UOC KARATE CLUB
42	Arcane of Cyber E-sports (ACE) Club

43	SWAHILI SOCIETY
44	University Of Cyberjaya Dietetics Club
45	SEKRETARIAT RAKAN MUDA UOC

PERSONAL DATA PROTECTION ACT

A. Introduction

UOC Sdn Bhd, which includes but is not limited to University of Cyberjaya (UoC), respects and is committed to protecting your privacy. In line with the Personal Data Protection Act 2010 ("the PDPA"), which regulates the processing of personal data in commercial transactions, UOC Sdn Bhd and its related corporations have formulated this Personal Data Protection Notice in order to describe the ways and manner in which UOC Sdn Bhd and its related corporations (hereinafter "CESB", "we", "us" or "our") collects, uses and processes Personal Data which we obtain about you either directly from you or through various means, which includes:

1. The provision of your Personal Data to us through our website www.cyberjaya.edu.my, and other affiliated websites ("Website") and/or emails;
2. Through our written or verbal communication with you, including through documents delivered to us prior to and during the course of our contractual or pre-contractual dealings with you, your parents and/or guardian and/or sponsors;
3. Through other means, including communications and contact taking place at road shows, education fairs and other such types of seminars, talks, either hosted by us or otherwise;
4. From relevant third parties e.g. recruitment agents and the Ministry of Education;
5. From completed enquiry forms, application forms and registration forms; and
6. From information available in the public domain.

For purposes of this Personal Data Protection Notice, "Personal Data" means information in respect of commercial transactions which identifies an individual as defined under the PDPA, including any sensitive personal data.

The Personal Data which we collect and process about you may include but is not limited to your name, identity card number, passport number, contact details, medical details, previous examination results, academic records, information in audio and/or video format (including voice, video recording, closed-circuit television ("CCTV") footage and security recording), images (including photographs), religious beliefs, bank account details and/or any other personally identifiable information that has been or may be collected, retained, used and processed by CESB and/or UoC from time to time.

B. Purposes of Collection and Processing

Your personal information is collected and processed by CESB and/or UoC for purposes which are either directly or indirectly related to various academic, educational, operational or administrative matters including the following:

To process your application for admission and thereafter to ensure continuous provision of academic and educational services to you (including recording your details and the details of your studies) and determining your academic achievements;

1. To manage our relationship with you and to communicate with you as our new, existing, former or prospective student;
2. To address queries and/or respond to your requests and/or comments;
3. To protect your welfare and well-being, including to provide advice, support and counselling, and to assess special education needs which you as a student may have;
4. To provide ancillary services such as assistance with visa application and insurance coverage throughout your tenure of studies with us, including to assist in applications for financial funding;
5. To assist you in relation to your placements, internships or attachments with third parties (where such placements, internships or attachments are required in order to complete your course);
6. To administer and communicate with you in relation to our tuition fees and other relevant payments including but not limited to outstanding payments etc.;
7. To manage your use of our facilities and management of our events such as libraries, residences, computing facilities, graduations, alumni;
8. To operate our campuses in a manner which is physically safe, secure and befitting of health and safety requirements;

9. To conduct internal marketing analysis and student profiling activities;
10. To comply without legal, regulatory and/or governmental obligations in the conduct of our business;
11. To satisfy requirements of applicable law and/or to abide by court order;
12. To provide you with ongoing information on programmes, products and services offered by CESB and/or UoC and its related corporations, affiliates and business partners, for example, by sending you brochures, pamphlets and promotional materials on such products and services which you may be interested into contact you regarding products, services, upcoming events;
13. For research purposes including historical and statistical purposes and analysis;
14. To obtain feedback in relation to the products and/or services offered by us;
15. For the planning and implementation of any corporate proposals, such as sale of business, sale of assets, acquisitions and mergers;
16. For the purposes of enforcing or defending our legal rights and/or obtaining legal advice;
17. For our internal records management administrative purposes;
18. To assist in sponsorships and/or financial aid; and
19. For any other purposes that are incidental or ancillary to or in furtherance to the above purposes.

Such Personal Data provided may be voluntarily given by you. However, if you do not provide your Personal Data or as a result of the withdrawal of your consent to our processing of your Personal Data in accordance with Section E below, CESB and/or UoC may not be able to communicate with you, process your registration and/or provide you with information, products and/or services which you may require. We utilise appropriate policies and procedures to safeguard the Personal Data collected, to maintain data accuracy, to ensure appropriate use of the Personal Data and to prevent unauthorised access or disclosure of the same.

C. **Disclosure and Transfers Outside Malaysia**
   CESB and/or UoC may disclose your Personal Data to the following categories of third parties (who may be located within or outside Malaysia) for any of the purposes as set out in Section B above

   1. The Ministry of Education, other relevant government departments / agencies, statutory authorities and industry regulators;
   2. Foreign government departments, government agencies or authorities if you are enrolled in a foreign accredited programme or require placements or attachments in a foreign country;
   3. Malaysian immigration department (including agencies appointed by Malaysian immigration department to carry out its services) if you are required to obtain or renew your student visa for your tenure of studies with CESB and/or UoC;
   4. Foreign embassies (including agencies appointed by foreign embassies to carry out their services) if CESB and/or UoC assists you in your visa application as part of your transfer procedure to foreign universities;
   5. Your sponsors including your parents / guardians;
   6. Third parties providing you with attachment placements or internships as part of your course requirements;
   7. Relevant professional or statutory regulatory bodies or accreditation bodies depending on your programme or course requirements;
   8. Our external counterparts providing external, twinning or other similar educational programmes;
   9. Any related corporations and affiliates of CESB and/or UoC, including those established in the future and our business partners;
   10. Where applicable, third parties who provide related services or products in connection with our business such as insurance agencies/insurers, university partners, Financial Aid Agencies, SOCSO, EPF, outsourced external enrichment and co-curricular programme providers, travel agencies / operators, external examination boards, and external school-contracted operators;
   11. Vendors, contractors, agents and other third-party service providers engaged by us;
   12. Governmental, legal and/or regulatory authorities in order to comply with legal or regulatory requirements, including any requirements relating to disclosures;
   13. Any other third party as may be required by applicable law or court order; and
   14. Our auditors, legal advisers, consultants, and our other financial or professional advisers.

   Your Personal Data may also be transferred to locations outside Malaysia and may be stored in any server located in Malaysia or outside Malaysia, for any of the purposes as set out in Part B of this Privacy Notice.

D. **Right to Request Access and Correction and to Limit Processing**
   You may at any time submit to us any inquiries and/or complaints or request to make corrections or to limit our processing of your Personal Data by contacting our Personal Data Protection Officer by e-mail at PDPO@cyberjaya. edu.my or by phone at +603-8313 7000 or by fax at +603-8313 7001 or by registered mail to be addressed to Personal Data Protection Officer, Persiaran Bestari, Cyber 11, 63000 Cyberjaya, Selangor Darul Ehsan. In general and subject to certain exemptions, you are also entitled as an individual under the PDPA, to request access to your

Personal Data, including for copies of the same, for which we may impose upon you the payment of a prescribed fee. Any data access requests can be made by contacting our Personal Data Protection Officer accordingly.

E.   Your Consent

In the event that you do not approve of or do not accept the terms of our use of your Personal Data in any of the ways which we have detailed out in this Personal Data Protection Notice, you may inform us of this by contacting our Personal Data Protection Officer, whose contact details are as specified above. For example, if you do not wish for us to provide you with information and/or to market our programmes, products and services to you, you may exercise your right to opt-out by contacting our Personal Data Protection Officer accordingly.

We will continue to handle and process your Personal Data in accordance with this Privacy Notice unless we hear otherwise from you.

If we do not receive any notification from you within a period of thirty (30) days from the date of our mailing of this Personal Data Protection Notice, we shall presume that you have approved of our collection, use and processing of your Personal Data in accordance with this Personal Data Protection Notice. However, you may at any point withdraw your consent by way of written notice to our Personal Data Protection Officer. Please note however that withdrawal of consent previously given, whether in full or in part, shall only be effective after the lapse of a reasonable time period in order to allow for such withdrawal to be processed, and shall be subject to any legal restrictions and/or contractual conditions as may be applicable.

To the extent that you wilfully and voluntarily disclose to us any personal information whether or not falling within the definition of Personal Data above, of any individual, we shall assume, without independent verification, that you have obtained such individual's consent for the disclosure as well as the Processing of their personal information in accordance with the terms of this Personal Data Protection Notice.
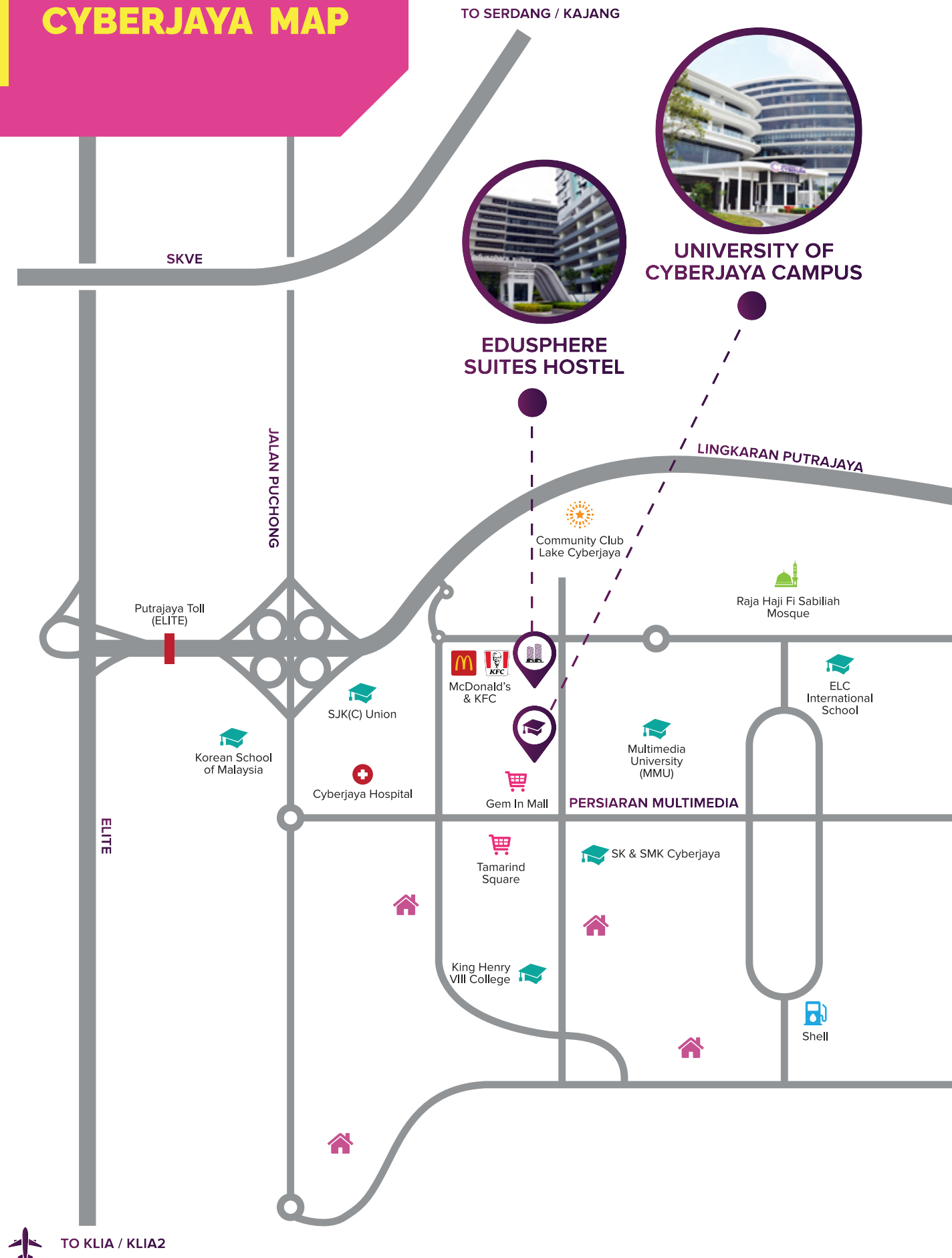
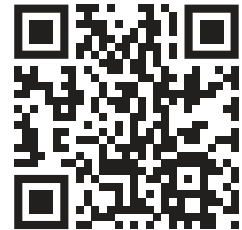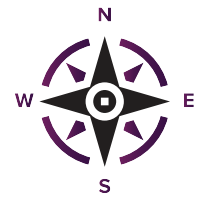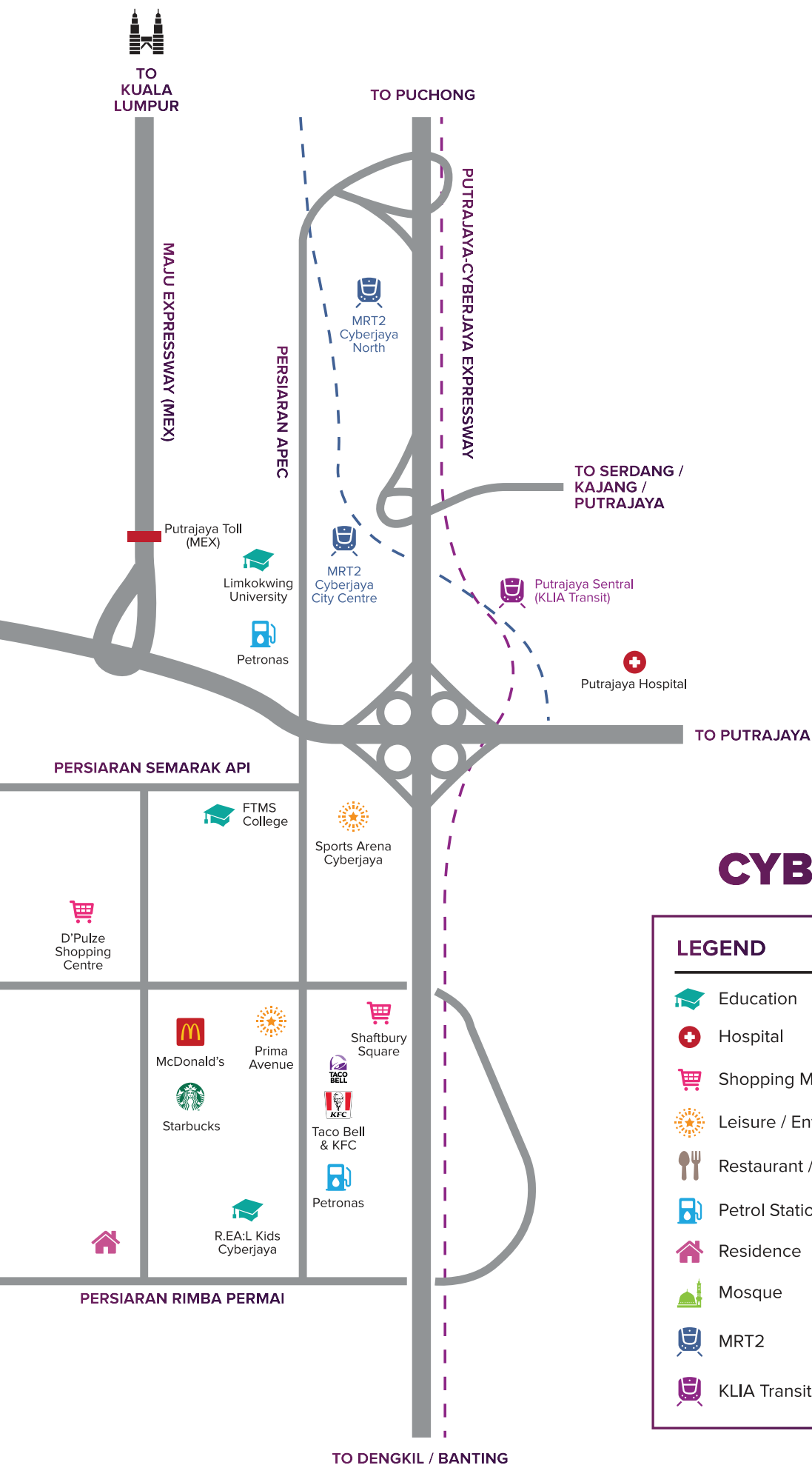**F.   Revision and Amendments**

We may revise, update, modify or amend the terms of this Personal Data Protection Notice at any time without prior notice to you, by placing the updated version of it on the Website. By continuing to use our Website and continuing your relationship with us without any written objection following the revision, modification or amendment to this Personal Data Protection Notice, you are deemed to accept such revisions, modifications or amendments. You are advised to check this Personal Data Protection Notice on a regular basis from time to time.

G.   Security of your Information

The transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted via the Website or any other electronic channel; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access. Where we have given you (or where you have chosen) a password which enables you to access certain parts of the Website, you are responsible for keeping this password confidential and we ask you not to share your password with anyone.

CYBERJAYA MAP

TO SERDANG / KAJANG

SKVE

JALAN PUCHONG

EDUSPHERE
SUITES HOSTEL

UNIVERSITY OF
CYBERJAYA CAMPUS

LINGKARAN PUTRAJAYA

Community Club
Lake Cyberjaya

Raja Haji Fi Sabiliah
Mosque

Putrajaya Toll
(ELITE)

McDonald's
& KFC

ELC
International
School

SJK(C) Union

Korean School
of Malaysia

Multimedia
University
(MMU)

Cyberjaya Hospital

Gem In Mall

PERSIARAN MULTIMEDIA

ELITE

Tamarind
Square

SK & SMK Cyberjaya

King Henry
VIII College

Shell

TO KLIA / KLIA2

TO KUALA LUMPUR

TO PUCHONG

MAJU EXPRESSWAY (MEX)

PERSIARAN APEC

PUTRAJAYA-CYBERJAYA EXPRESSWAY

MRT2 Cyberjaya North

TO SERDANG / KAJANG / PUTRAJAYA

Putrajaya Toll (MEX)

Limkokwing University

MRT2 Cyberjaya City Centre

Putrajaya Sentral (KLIA Transit)

Petronas

Putrajaya Hospital

TO PUTRAJAYA

PERSIARAN SEMARAK API

FTMS College

Sports Arena Cyberjaya

D'Pulze Shopping Centre

McDonald's

Prima Avenue

Shaftbury Square

Starbucks

Taco Bell & KFC

Petronas

R.EA:L Kids Cyberjaya

PERSIARAN RIMBA PERMAI

TO DENGKIL / BANTING

CYBERJAYA

LEGEND

- 🎓 Education
- ➕ Hospital
- 🛒 Shopping Mall
- ✴️ Leisure / Entertainment
- 🍴 Restaurant / Cafe
- ⛽ Petrol Station
- 🏠 Residence
- 🕌 Mosque
- 🚆 MRT2
- 🚆 KLIA Transit

CONTACT INFORMATION

Department / Function	Alternative Contact Options
COMPLAINTS MANAGEMENT UNIT Student Complaints & Customer Feedback	https://cyberjaya.edu.my/helpdesk Mr. Asraf: 011-6547 6769
STUDENT AFFAIRS DEPARTMENT Student Support Services	support_studentaffairs@cyberjaya.edu.my
FINANCE DEPARTMENT Fee Payment Matters Outstanding and Student Barring Billing Dispute	https://cyberjaya.edu.my/helpdesk +6011-11110299
EXAMINATION DEPARTMENT Results & Transcript Matters Examination Slip Issuance	support_exams@cyberjaya.edu.my
ADMISSION & RECORDS DEPARTMENT	admission@cyberjaya.edu.my
HOSTEL & ACCOMODATIONS UNIT Check-out Process Hostel Complaints/ Warden	support_hostel@cyberjaya.edu.my Ms. Fartini: 011-2615 6850
OTHER MATTERS	inquiry@cyberjaya.edu.my

EMERGENCY CONTACT

POLICE STATION

Balai Polis Cyberjaya	03-8318 2222 / 999
IPD Sepang	03-8777 4222 / 999
Balai Polis Putrajaya	03-8886 2222 / 999

FIRE STATION (BOMBA)

Balai Bomba Cyberjaya	03-7318 4944 / 994
Balai Bomba Cyberjaya	03-8888 0014 / 994
Balai Bomba Dengkil	03-3142 1333 / 994

HOSPITAL

Cyberjaya Hospital	03-8734 3333
Putrajaya Hospital	03-8888 0080
Serdang Hospital	03-8947 5555
Columbia Asia Medical Center	03-8064 8688
Sunway Medical Center	03-5632 7688 / 03-5691 9191
Subang Jaya Medical Center	03-5634 1212
Kuala Lumpur General Hospital	03-2692 1044

AMBULANCE

Puteri Malaysia Ambulance	03-7877 8899/012-3980 999 / 012-3983 999
Life care Ambulance	03-7785 1919

ELECTRICITY

Tenaga Nasional Berhad (TNB)	1300 88 5454
TNB Putrajaya	03-8886 6888

TELEPHONE/INTERNET/DATA POINT

Allo Technology	1300 38 8000
Telekom Malaysia / Unifi	100 / +603 2106 3001 (International lines)

POST SERVICE

Pos Laju	1300-300-300
Pos Office Cyberjaya	03-8318 0786
Post Office Putrajaya	03-8888 3046

GOVERNMENT AUTHORITIES

Majlis Perbandaran Sepang (MPs)	03-8319 0200
Malaysia Digital Economic Corp (MDEC) (MSC)	03-8315 3000

PUBLIC SERVICES

AIRPORT

Kuala Lumpur International Airport (KLIA)	03 8777 8888 / 8776 2000 ext 3136 / 3145
AirAsia KLIA2	03 - 8778 5000 (24 hrs daily)

BUS / TAXI SERVICE

Taxi Cyberjaya	0176995399
Taxi KLIA2 Service	017-878 0027
Super Cab	03-7880 8686
Comfort	03-6253 1312.
Airport Limousine	0189123525
Airport Express Coach (KLIA)	016-228 8844
Terminal Bersepadu Selatan	03-9051 2000
MyRapid	03-7885 2585
Mass Rapid Transit (MRT)	1800-82-6868 03-2095 3030 / +603-2081 3000
Express Rail Link (ERL)	03 2267 8000

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For more information, please contact our Student Affairs Department (STAD):

University of Cyberjaya (DU053(B))
Persiaran Bestari, Cyber 11, 63000,
Cyberjaya, Selangor, Malaysia

Cyberjaya College Central (DK354(B))
Level 1, Tower Block, UoC Campus,
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