



陳嘉庚

TAN KAH KEE

1874-1961

廈門大學創

FOUNDER OF XIA

2027

**THE UNIVERSITY
STUDENT HANDBOOK**

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1.0 | General Information

1.1 Introduction

Xiamen University Malaysia (XMUM) aims to be a multi-cultural university which strives to achieve excellence in both teaching and research. It aspires to nurture young minds, helping them to become responsible, steadfast members of society who will in turn contribute to the prosperity of the region.

XMUM's motto is

**" Pursuing Excellence,
Striving for Perfection " .**

1.2 University Vision and Mission

Vision

XMUM aspires to become a university with a distinct global outlook, featuring first-class teaching and research, and embracing cultural diversity.

Mission

To nurture young talents with dignity and wisdom, turning them into fine citizens of the region who will contribute to the prosperity of the people and social progress of Malaysia, China and Southeast Asia.



2026

UNDERGRADUATE ACADEMIC CALENDAR

February Semester

20 Feb – 3 Apr

2	FEB	S	M	T	W	T	F	S
		8	9	10	11	12	13	14
		15	16	17	18	19	20	21
wk1		22	23	24	25	26	27	28
3	MAR	S	M	T	W	T	F	S
wk2		1	2	3	4	5	6	7
wk3		8	9	10	11	12	13	14
wk4		15	16	17	18	19	20	21
wk5		22	23	24	25	26	27	28
E		29	30	31				
4	APR	S	M	T	W	T	F	S
E		5	6	7	8	9	10	11

○ Registration Days: 20 & 21 Feb 2026
● Orientation Day: 22 Feb 2026
■ Examination Week: 30 Mar – 3 Apr 2026
○ Registration Days: 3 & 4 Apr 2026
● Orientation Day: 5 Apr 2026
■ Revision Week: 13 – 19 Jul 2026
■ Examination Week: 20 – 31 Jul 2026
■ Semester Break: 1 Aug – 24 Sep 2026

April Semester

3 Apr – 31 Jul

4	APR	S	M	T	W	T	F	S
				1	2	3	4	
wk1		5	6	7	8	9	10	11
wk2		12	13	14	15	16	17	18
wk3		19	20	21	22	23	24	25
wk4		26	27	28	29	30		
5	MAY	S	M	T	W	T	F	S
wk4						1	2	
wk5		3	4	5	6	7	8	9
wk6		10	11	12	13	14	15	16
wk7		17	18	19	20	21	22	23
wk8		24	25	26	27	28	29	30
wk9		31						
6	JUN	S	M	T	W	T	F	S
wk9			1	2	3	4	5	6
wk10		7	8	9	10	11	12	13
wk11		14	15	16	17	18	19	20
wk12		21	22	23	24	25	26	27
wk13		28	29	30				
7	JUL	S	M	T	W	T	F	S
wk13				1	2	3	4	
wk14		5	6	7	8	9	10	11
E		12	13	14	15	16	17	18
E		19	20	21	22	23	24	25
E		26	27	28	29	30	31	
8	AUG	S	M	T	W	T	F	S
								1
		2	3	4	5	6	7	8
		9	10	11	12	13	14	15
		16	17	18	19	20	21	22
		23	24	25	26	27	28	29
		30	31					

September Semester

25 Sep 2026 – 21 Jan 2027

9	SEP	S	M	T	W	T	F	S
				1	2	3	4	5
		6	7	8	9	10	11	12
		13	14	15	16	17	18	19
		20	21	22	23	24	25	26
wk1		27	28	29	30			
10	OCT	S	M	T	W	T	F	S
wk1						1	2	3
wk2		4	5	6	7	8	9	10
wk3		11	12	13	14	15	16	17
wk4		18	19	20	21	22	23	24
wk5		25	26	27	28	29	30	31
11	NOV	S	M	T	W	T	F	S
wk6		1	2	3	4	5	6	7
wk7		8	9	10	11	12	13	14
wk8		15	16	17	18	19	20	21
wk9		22	23	24	25	26	27	28
wk10		29	30					
12	DEC	S	M	T	W	T	F	S
wk10			1	2	3	4	5	
wk11		6	7	8	9	10	11	12
wk12		13	14	15	16	17	18	19
wk13		20	21	22	23	24	25	26
wk14		27	28	29	30	31		
1	JAN	S	M	T	W	T	F	S
wk14						1	2	
P		3	4	5	6	7	8	9
E		10	11	12	13	14	15	16
E		17	18	19	20	21	22	23
		24	25	26	27	28	29	30
		31						
2	FEB	S	M	T	W	T	F	S
			1	2	3	4	5	6
wk1		7	8	9	10	11	12	13
wk2		14	15	16	17	18	19	20
wk3		21	22	23	24	25	26	27
wk3		28						

Public Holidays (*subject to change)

2026

17-18 Feb	Chinese New Year	31 May	Wesak Day
7 Mar	Nuzul Al-Quran	-1 Jun	
21-23 Mar	Hari Raya Aidilfitri	1 Jun	Agong's Birthday
1 May	Labour Day	17 Jun	Awal Muharram
27 May	Hari Raya Haji	25 Aug	Prophet Muhammad's Birthday

2027

1 Jan	New Year's Day
22 Jan	Thaipusam
6-8 Feb	Chinese New Year
24 Feb	Nuzul Al-Quran

Note: Semester dates in this academic calendar are subject to change.



2027

UNDERGRADUATE ACADEMIC CALENDAR

February Semester

12 Feb - 26 Mar

FEB	S M T W T F S						
		1	2	3	4	5	6
wk1	7	8	9	10	11	12	13
wk2	14	15	16	17	18	19	20
wk3	21	22	23	24	25	26	27
wk4	28						
MAR	S M T W T F S						
		1	2	3	4	5	6
wk1	7	8	9	10	11	12	13
wk2	14	15	16	17	18	19	20
wk3	21	22	23	24	25	26	27
wk4	28	29	30	31			

- February
- Registration Days: 12 & 13 Feb 2027
 - Orientation Day: 14 Feb 2027
 - Examination Week: 22 - 26 Mar 2027

- April
- Registration Days: 26 & 27 Mar 2027
 - Orientation Day: 28 Mar 2027
 - Revision Week: 5 - 11 Jul 2027
 - Examination Week: 12 - 23 Jul 2027
 - Semester Break: 24 Jul - 16 Sep 2027

- September
- Registration Days: 17 & 18 Sep 2027
 - Orientation Day: 19 Sep 2027
 - Revision Week: 27 Dec 2027 - 2 Jan 2028
 - Examination Week: 3 - 14 Jan 2028
 - Semester Break: 15 Jan - 3 Feb 2028

Public Holidays (*subject to change)

2027

6-8 Feb	Chinese New Year	20 May	Wesak Day	16 Sep	Malaysia Day
24 Feb	Nuzul Al-Quran	6-7 Jun	Awal Muharram	28 Oct	Deepavali
10-11 Mar	Hari Raya Aidilfitri	7 Jun	Agong's Birthday	11 Dec	Sultan of Selangor's Birthday
1 May	Labour Day	15-16 Aug	Prophet Muhammad's Birthday	25 Dec	Christmas Day
17 May	Hari Raya Haji	31 Aug	Merdeka Day		

April Semester

26 Mar - 23 Jul

MAR	S M T W T F S						
wk1	28	29	30	31			
wk2	14	15	16	17	18	19	20
wk3	21	22	23	24	25	26	27
wk4	28	29	30	31			
APR	S M T W T F S						
wk1							
wk2	4	5	6	7	8	9	10
wk3	11	12	13	14	15	16	17
wk4	18	19	20	21	22	23	24
wk5	25	26	27	28	29	30	
MAY	S M T W T F S						
wk1							
wk2	2	3	4	5	6	7	8
wk3	9	10	11	12	13	14	15
wk4	16	17	18	19	20	21	22
wk5	23	24	25	26	27	28	29
wk6	30	31					
JUN	S M T W T F S						
wk1							
wk2	6	7	8	9	10	11	12
wk3	13	14	15	16	17	18	19
wk4	20	21	22	23	24	25	26
wk5	27	28	29	30			
JUL	S M T W T F S						
wk1							
wk2	4	5	6	7	8	9	10
wk3	11	12	13	14	15	16	17
wk4	18	19	20	21	22	23	24
wk5	25	26	27	28	29	30	31
AUG	S M T W T F S						
wk1	1	2	3	4	5	6	7
wk2	8	9	10	11	12	13	14
wk3	15	16	17	18	19	20	21
wk4	22	23	24	25	26	27	28
wk5	29	30	31				

September Semester

17 Sep 2027 - 14 Jan 2028

SEP	S M T W T F S						
wk1	5	6	7	8	9	10	11
wk2	12	13	14	15	16	17	18
wk3	19	20	21	22	23	24	25
wk4	26	27	28	29	30		
OCT	S M T W T F S						
wk1							
wk2							
wk3	3	4	5	6	7	8	9
wk4	10	11	12	13	14	15	16
wk5	17	18	19	20	21	22	23
wk6	24	25	26	27	28	29	30
wk7	31						
NOV	S M T W T F S						
wk1							
wk2	1	2	3	4	5	6	7
wk3	8	9	10	11	12	13	14
wk4	15	16	17	18	19	20	21
wk5	22	23	24	25	26	27	28
wk6	29	30					
DEC	S M T W T F S						
wk1							
wk2	5	6	7	8	9	10	11
wk3	12	13	14	15	16	17	18
wk4	19	20	21	22	23	24	25
wk5	26	27	28	29	30	31	
2028							
JAN	S M T W T F S						
wk1							
wk2	2	3	4	5	6	7	8
wk3	9	10	11	12	13	14	15
wk4	16	17	18	19	20	21	22
wk5	23	24	25	26	27	28	29
wk6	30	31					
FEB	S M T W T F S						
wk1							
wk2	6	7	8	9	10	11	12
wk3	13	14	15	16	17	18	19
wk4	20	21	22	23	24	25	26
wk5	27	28	29				

2028

1 Jan	New Year's Day
26-27 Jan	Chinese New Year
13-14 Feb	Thaipusam
13-14 Feb	Nuzul Al-Quran
27-29 Feb	Hari Raya Aidilfitri

Note: Semester dates in this academic calendar are subject to change.



DRESS CODE FOR STUDENTS OF XIAMEN UNIVERSITY MALAYSIA

OBJECTIVES

The rules are designed to provide guidelines on appropriate dress code at Xiamen University Malaysia (XMUM) and to promote XMUM students as well presented and professional individuals.

University students should learn how to select attire appropriate for specific occasions and activities to portray positive image as well as embellish the overall campus image.

SCOPE

The rules apply to all students of XMUM.

ENFORCEMENT

All XMUM staff members are empowered to issue warning and to bar any students who violate the rules.

GENERAL RULES

XMUM students are required to be appropriately attired in a manner befitting the status of university students at all times.

Students must dress appropriately and wear their student ID card in the lecture halls / tutorial rooms / seminar rooms / laboratories / examination halls / libraries / offices and any other public venues and formal occasions.

Students must abide by the guidelines indicated at specific sports / recreational venues such as sport venues, swimming pool and so forth.

Students may be denied admission to various venues or occasions if they are not appropriately attired.

The following are the apparels not allowed in public venues and formal occasions:



Shorts
热裤/短裤



Skirts that show the knee
膝上短裙



Sleeveless / See-through
无袖/透视装



Singlet
背心



Flip-Flops
夹脚拖鞋

2.0 | Academic Guide and Regulations (Undergraduate)

Preface

Xiamen University Malaysia (XMUM) Academic Guide and Regulations - Bachelor's Degree Programmes

The XMUM Academic Guide and Regulations handbook is intended to strengthen the implementation of a standardized academic regulation by taking the current and future needs of the university community into consideration. These academic regulations apply to undergraduate programmes offered by Xiamen University Malaysia leading towards the conferment of Bachelor's Degrees, and other academic matters related thereto. These academic regulations shall be read together with the respective programme handbook provided by Academic Affairs Office.

The regulations outlined in this handbook will take effect on the date determined by the President. Xiamen University Malaysia reserves the right to add, amend, or make any alterations to the content of this handbook as and when necessary.

2.1 Student's Responsibility

Students have the responsibility to abide by all the rules and regulations of Xiamen University Malaysia, and to fulfil the following responsibilities in order to support the effective administration and delivery of University services.

Students have the responsibility to:

- Read and understand all the regulations stipulated in this Academic Guide and Regulations handbook.
- Familiarize themselves with undergraduate programme specifics in the Programme Handbook and fulfill all the academic requirements of the respective programme and the University.
- Complete and validate course registration within the specified registration access periods.
- Check student email and the University bulletin board on a regular basis.
- Pay University tuition fees within the stipulated time.
- Attend lectures, tutorials, practicals, industrial training, and other activities assigned by the University.
- Adhere to scheduled appointments.
- Proactively seek advice and guidance from respective Academic Coordinators (AC), Deans, Deputy Deans, Assistant Deans, Heads of Department (HoD) or Heads of Programme (HoP), lecturers, and relevant administrative staff when encountering any issues or difficulties.
- Understand that failure to comply with the regulations in this handbook may result in academic or disciplinary consequences as determined by the University.

2.2 Student Admissions

- Entry requirements for Bachelor's Degree Programmes are determined by the University.
- Offers of admission will be issued by the Admissions Office and are valid only for a stipulated period. If a student fails to register within the stipulated time, they are deemed to have declined the admission offer. However, students may be permitted to register within two (2) weeks (long semester) or one (1) week (short semester) after the deadline, provided they submit a written request with supporting documentation explaining the reason for the delay.
- Any person offered admission by the University to pursue a Bachelor's level programme of study shall register at the University according to the mode prescribed in the offer.
- Upon registration, students will be issued a University email account, student ID, and password to access the Academic Affairs Online System for course registration and other academic-related purposes.
- The University email account is the official communication channel between the University and students. Students shall use their University email account for all official correspondence with the University.
- Students must not disclose their password to any other student or staff member of the University and are fully responsible for safeguarding their account credentials.
- Students must carry their student ID card at all times within the campus and must it upon request. A replacement fee will be imposed for lost or damaged student ID cards.
- The student ID card is the official identification card issued to all students and is required for the following purposes:
 - i. Entering the campus
 - ii. Paying fees at the Finance Office
 - iii. Using library facilities
 - iv. Sitting for final examinations
 - v. Any other purposes on campus

2.3 Withdrawal from the University

- Students who wish to withdraw from the University are required to submit an application via the online portal. The withdrawal process typically takes fourteen (14) working days to complete, though this may vary depending on circumstances.
- Students must return their student ID card, library books, and any property belonging to the University. Students are responsible for the replacement cost of any University property lost or damaged by them.
- All outstanding tuition fees, miscellaneous fees, fines, and any other official charges must be fully settled before a withdrawal application can be approved. The University will only process and release official academic documents after all outstanding financial obligations have been paid in full.
- In the event that the fees have not been paid within the first two teaching weeks of the new semester, 50% of the tuition fee will be chargeable, and thereafter, 100% of the fee will be charged. The University reserves the right to apply Refundable Deposits against any outstanding fees.

- The refund of paid tuition fees is subject to the following conditions:

Submission of Written Notification to Withdraw	Percentage of Refund
Within the first two teaching weeks of the new semester	50% of tuition fee
After the first two teaching weeks of the new semester	No refund

- Approved refunds will be paid via bank transfer.

2.4 Re-admission

- Re-admission of students is subject to meeting the entry requirements for XMUM programmes.
- Students who have been terminated by the University due to disciplinary problems will not be eligible for re-admission.

2.5 Programme Transfer

- Students are permitted to apply for a programme transfer once only throughout their period of study at Xiamen University Malaysia (XMUM). Application for programme transfer of current semester may be accepted up to week 3 (long semester) and week 1 (short semester). The programme transfer process for international students may take up to four (4) months.
- Students must meet the programme transfer requirements and entry requirements of the programme they intend to transfer to, and all outstanding fees must be fully settled prior to application, subject to university management approval.
- Students are required to complete the Programme Transfer Application Form, Student Consent Letter, and Parent Consent Letter, which can be obtained from the Academic Affairs Office.

Note: For further information, please consult the Academic Affairs Office.

2.6 Deferment of Study

- Students who intend to defer their studies are required to submit an application for deferment of study via the online portal. The process typically takes fourteen (14) working days to complete, though this may vary depending on circumstances. Approval of the application is subject to University management discretion. International students are required to consult the International Student Affairs Office prior to submitting a deferment application.
- Malaysian students may defer their studies for a maximum duration of one (1) year, while international students are limited to one (1) semester due to visa requirements prescribed by the authorities. Exceptions may be considered in cases of medical conditions, with supporting documentation issued by a qualified medical practitioner registered with the Ministry of Health (MoH) of Malaysia or the relevant authority in their home country. Medical certificates or supporting documents obtained through online consultations will not be accepted.
- Each application for deferment may cover a maximum of one (1) semester. Applications for deferment of current semester received after Week 14 (long semester) or Week 5 (short semester) will not be considered.
- The approved deferment period will be considered as part of the student's maximum duration of study.
- All outstanding tuition fees and any other official charges must be fully settled before the application can be processed and approved.

- If an application for deferment is received and approved before the semester starts, the student is exempted from paying any fees for that semester.
- In the event that the fees have not been paid within the first two teaching weeks of the new semester, 50% of the tuition fees will be chargeable, and thereafter, 100% of the fee will be charged. The University reserves the right to apply Refundable Deposits against any outstanding fees.
- If a student applies for deferment after the semester has commenced, the paid tuition fees will be transferred to the next semester based on the following conditions:

Submission of Written Notification to Defer	Percentage of Transfer
Within the first two teaching weeks of the new semester	50% of tuition fee
After the first two teaching weeks of the new semester	No transfer

- Students are advised to consult the Finance Office for detailed information on fee implications.

2.7 Resumption of Study

- Students who intend to resume their studies are required to submit an application for resumption of study via the online portal at least fourteen (14) working days before the commencement of the new semester, subject to University management approval. Students who deferred due to a health condition must provide medical evidence from a qualified medical practitioner registered with the Ministry of Health (MoH) of Malaysia or the relevant authority in their home country to demonstrate their fitness to return to study.
- All outstanding tuition fees and other official charges must be fully settled before the application for resumption of study can be considered for approval.
- Students who fail to resume their studies after the approved deferment period, or who continue to defer without proper approval, will be subject to academic or administrative action.
- International students are required to resume their studies with a valid student visa issued by the relevant Malaysian authorities. Students are advised to consult the International Student Affairs Office before submitting the application.

2.8 Maximum Duration of Study

Students who fail to satisfy all graduation requirements within the prescribed normal period of candidature may continue their studies, subject to the maximum period stipulated by the University. The maximum period of candidature shall be six (6) years, except for the Bachelor of Medicine in Traditional Chinese Medicine (Honours) programme, for which the maximum period of candidature shall be seven (7) years.

3.0 | Course Registration

- Students are required to follow the approved study plan. Failure to adhere to the approved study plan may result in an extension of the duration of study and delayed graduation. Any application for amendment to the study plan shall be subject to University approval.
- The maximum credit hours permitted are 20 credits (long semester) and 7 credits (short semester).
- Students will be automatically registered for core and compulsory courses according to approved study plan. Students shall not change their assigned lecture or tutorial groups once the grouping or timetable has been confirmed.
- Registration for elective courses must be completed online through the Academic Affairs Online System in accordance with the procedures and conditions stipulated by the Academic Affairs Office.
- Once the registration period is closed, students are not permitted to attend courses that have not been officially registered and reflected in the Academic Affairs Online System timetable. No marks, grades, or credits will be awarded for unregistered courses.

Note: Students are advised to refer to their respective Programme Handbook for detailed information regarding programme requirements and study plans.

3.1 Adding / Dropping Course

- Students who wish to add or drop courses are required to complete the prescribed form and submit it to the Academic Affairs Office. For elective courses, students may add or drop courses via the Academic Affairs Online System. Information regarding course add, drop, and retake procedures will be disseminated by the Academic Affairs Office via email prior to the commencement of each semester. Students are advised to consult their respective Academic Coordinator for further information.
- The designated timeframe for adding or dropping courses is Week 2 (long semester) or Week 1 (short semester) from the start date of each semester.

Note: Students facing certain circumstances (E.g., health problems, study difficulties, etc), may apply to drop a course before week 5 (long semester) or week 2 (short semester), and applications submitted after these deadlines will not be considered.

- The following will not be considered as valid reasons for dropping a course:
 - i. Inadequate preparation for the course
 - ii. Dissatisfaction with the course syllabus
- Students who wish to drop a course must ensure their total registered credits remain at least 60% of the maximum credits permitted for the semester. Tuition fees will not be refunded.
- Students should anticipate an extension in the duration of their study if they fail to follow the study plan.
- Students who do not attend lectures without officially dropping the course or without obtaining approval for the application will be recorded as absent from the course, and the status will be reflected in the student's attendance record.

3.2 Registration for a Retake Course

- Students who wish to retake a course must submit an application within the first two (2) weeks (long semester) or the first (1) week (short semester).

- Students who obtain a "Fail" grade in a compulsory (non-elective) course are required to retake the same course. Retaking a course requires students to attend classes, complete all coursework, and sit for the final examination.
- Students who obtain a "Fail" grade in an elective course must retake an elective course within the same field or category. Where a different course code is taken within the same field or category to replace a previously failed or lower grade elective course, the CGPA shown on the official results slip will include the credit hours of both courses. However, for the final academic transcript, the credit hours of the failed elective course will be excluded from the CGPA calculation.
- Students may retake a course to improve their grades, subject to the approved study plan and timetable. Students should note that retaking a course for grade improvement may require changes to their study plan and may extend their period of candidature and delay graduation.
- Students who have met all graduating requirements shall not retake any courses, including for the purpose of grade improvement.
- All attempts at a course, including failed attempts, will be recorded on the official results slip. The highest grade obtained from all attempts will be shown on the final academic transcript.
- The highest marks from all attempts will be considered when calculating the CGPA. However, if there are pre-requisite courses, attempts for those courses will extend the student's study duration.
- Fee policy:
 - i. Effective 1 January 2024, all course retake attempts will be subject to a chargeable fee, a fee of RM500.00 per credit hour (Art and Business courses), RM550.00 per credit hour (Science courses), or RM500.00 per credit hour for General Elective/MPU course will be charged.
 - ii. Students who enrol in extra Major Elective or General Elective credits beyond the programme's requirements will be charged RM500.00 per credit hour for a Major Elective course (Art and Business courses), RM550.00 per credit hour for a Major Elective course (Science courses); or RM500.00 per credit hour for a General Elective course.
 - iii. Retake fees will be imposed on students who repeat a course due to academic misconduct.

3.3 Student Leave

- It is mandatory for students to attend lectures and other learning activities specified in the course, such as tutorials, laboratories, workshops, project-based learning, additional lectures, fieldwork, practical work, industrial training, and other relevant sessions.
- Students are required to sign in through the Academic Portal (<https://acad.xmu.edu.my/>) for every class or lesson attended. It is the responsibility of students to ensure that their attendance is accurately recorded.
- Students may apply for leave under the following circumstances:
 - i. Medical conditions certified by a registered medical practitioner;
 - ii. Family emergencies;
 - iii. Other circumstances such as visa-related issues, subject to University approval.
- Leave applications must be submitted through the Academic Portal along with the relevant supporting documents (e.g., medical certificate, death certificate, or other applicable documents). Medical certificates or supporting documents obtained through online consultations will not be accepted.

- Students must also inform the lecturer of the respective course if they are unable to attend lectures and other mentioned learning activities. It is the responsibility of students to ensure that the lecturer is informed in advance and provide the lecturer with the reasons for their absence.
 - i. Under pre-planned circumstances, students are required to submit the online application, along with supporting documents at least seven (7) working days in advance.
 - ii. Under emergency circumstances, upon returning to the University, students should submit online application along with supporting documents within three (3) working days of returning to the University.

3.4 Course Assessment

- An assessment is a method of evaluating a student's performance in a course, which includes both examinations and coursework.
- The methods of assessment for a course can vary and may include:
 - i. Continuous Assessment: This includes various activities such as mid-term, tests, assignments, laboratory work, presentations, and other forms of ongoing evaluation throughout the course.
 - ii. Final Assessment: This refers to the assessment that takes place at the end of the semester, which may include a final examination covering the course content.
- Certain courses may adopt continuous assessment only where students are evaluated continuously throughout the duration of the course without a final examination.

3.5 Teaching and Learning Evaluation

- Students are required to complete the teaching and learning evaluation within the stipulated timeframe. The evaluation will be conducted twice per long semester; once per short semester, and must be completed for all registered courses.
- Students who do not participate either the Mid-term or End-of-term teaching and learning evaluation will experience delays in the official release of their semester results.



4.0 | Examinations Rules and Regulations

4.1 Eligibility

- All registered and active students are required to participate in the final assessments or examinations for all courses as determined by the University, provided that they have completed the official course registration, cleared all outstanding fees with the University, and are not barred from the examination.
- The minimum attendance requirement for each course is 80%. Students who fail to meet this requirement will be barred from sitting for the final examination of the affected course.
- Students barred from the final examination will:
 - i. Receive an email notification one (1) week before the examination week;
 - ii. Be assigned a grade of F for the course;
 - iii. Be required to retake the course.

Note: Students who fail to attend or complete any assessment component in a semester must immediately notify the respective lecturer. Any consideration for a replacement assessment or other remedial action shall be subject to the lecturer's discretion.

4.2 Final Examination Schedule

- The Examination Unit will only release the examination timetable one (1) week before the final examination week, in accordance with the XMUM Undergraduate Academic Calendar.
- Students must verify their registered courses and the corresponding examination details (date, time, and venue) upon the release of the examination timetable.
- Students are advised to make travel arrangements, such as flight schedules or rides, for the semester break after the examination week. The University will not accommodate requests for examination rescheduling due to travel arrangements.

Note: Students are responsible for attending their scheduled examinations and monitoring updates or announcements from the Examination Unit.

4.3 Permitted and Prohibited Items in the Examination Venue

- Students are permitted to bring into the examination venue only those items expressly authorised by the University. Possession of any unauthorised item may constitute a breach of the Examination Regulations and may result in disciplinary action.
- Permitted items to be brought into the examination venue include:
 - i. Stationery required for the examination (such as pens, pencils, rulers, and other approved materials);
 - ii. Valid Student ID card, Identity Card (IC), driving licence or passport for verification purposes;
 - iii. Drinking water in a transparent container without labels, sleeves, or covers;
 - iv. Non-programmable calculators without casing or cover, where specifically permitted for the course;
 - v. Transparent pencil cases;
 - vi. Standard analogue wristwatches.
- All personal belongings must be placed in the designated area outside the examination venue. Items must not be stored in prayer rooms, washrooms, or any other unauthorised locations under any circumstances.
- Invigilators are not responsible for the safekeeping of any personal belongings. The University will not be liable for any loss or damage to students' belongings during the examination.

- Students are strictly prohibited from possessing, accessing, or using any unauthorised materials, devices, or equipment during the examination. This includes, but is not limited to:
 - i. Reference and Written Materials
 - Notes, textbooks, and reference materials;
 - Dictionaries and other written materials;
 - Blank papers, photographs, printed documents, or any unauthorised written information.
 - ii. Calculators and Examination Aids
 - Programmable calculators;
 - Any calculator or examination aid not expressly permitted for the course.
 - iii. Electronic and Communication Devices
 - Mobile phones;
 - Earbuds, earphones, or headphones;
 - Smartwatches, or sports watches;
 - AI-enabled smart glasses or other wearable technology;
 - Any electronic device capable of storing, transmitting, receiving, recording, or processing information.
 - iv. Unauthorised Personal Items
 - Caps, hats, or other headwear, except where permitted by the University;
 - Any other item not expressly authorised by the University or the invigilator.
- Students are also prohibited from receiving any of these items from anyone in the examination venue, unless given by the invigilators.
- If students are found with unauthorized materials (e.g. notes, textbooks, equipment with written texts, dictionaries, paper, pictures, electronic and smart devices), it will be assumed that they have used those materials and no defence will be accepted. All unauthorized materials will be confiscated and retained by the University as evidence pending investigation and disciplinary proceedings.

4.4 Final Examination Conduct

Before the Examination

- Students should inform the course lecturer and report to the Examination Unit about any extenuating circumstances that may affect their examination performance.
- Students must arrive at the designated examination venue 15 minutes before the scheduled start time as indicated in the examination schedule.
- Students are allowed to enter the examination venue 10 minutes before the start time. They should enter the venue in an orderly manner, locate their assigned seats, and verify that they have the correct question paper and answer book. It is important to carefully read the instructions printed on the cover of the question paper and answer book.
- Students should refrain from turning over the question paper until instructed to do so.
- Throughout the examination, students are required to adhere to all instructions provided by the chief invigilator in the examination venue.

During the Examination

- Students are not permitted to communicate with other candidates once they enter the examination venue. This includes, but is not limited to, verbal, non-verbal, gestures, eye contact, passing of objects, or any other form of signaling. If they have any questions, they must raise their hand and inform the invigilator.
- Students shall not leave the examination venue, including for toilet visits, from the time of entry into the examination venue until 60 minutes following the commencement of the examination, and during the last 15 minutes prior to the end of the examination. Exceptions may be permitted by the invigilator in cases of urgent necessity.

- Students must bring their student ID card and place it at the top left corner of the table for identity verification by the invigilator.
- Students must sign the Attendance Slip/Sheet provided.
- Students are strictly prohibited from borrowing, lending, or exchanging any item with another candidate during the entire examination period. This includes, but is not limited to, pens, pencils, erasers, rulers, calculators, or any other materials. If students require any item or assistance during the examination, they must seek assistance from an invigilator.
- All examinations are conducted anonymously, hence students should not write their names on the answer book. Only required details should be written in the designated space on the cover of each answer book.
- Students who arrive within the first 30 minutes after the examination starts will be allowed to sit for the examination, but no additional time will be given.
- Students who arrive 30 minutes or more after the examination starts will not be allowed to take the examination.
- If a student is allowed to go to the toilet, they must show the contents of their pockets to the invigilator and be accompanied by an invigilator. Additional time will not be given for toilet breaks.
- All answers, except for graphs, diagrams, etc. should be written in black and blue pen, unless otherwise specified.
- Students must adhere to the examination regulations, and any violation will be considered academic misconduct.
- If students wish to end the examination before the scheduled time, they should ensure that all required information on the question paper and answer book has been completed, and they should leave both the question paper and answer book (including used papers) on their desks.

At the End of the Examination

- Students are not permitted to leave the examination venue during the last 15 minutes of the examination unless instructed otherwise by the invigilators.
- Once the invigilators make the last 15-minute announcement, students should check whether all the required information has been completed in the designated space.
- When the invigilator announces that time has ended, students should stop writing, remain seated, and maintain silence until all question papers and answer books have been collected and counted. They will then be formally dismissed by the invigilator.
- Students are not allowed to take any examination materials out of the examination venue.
- Students should leave the examination venue quickly and quietly, especially if there are other ongoing examinations.

4.5 Emergency Procedures during Examination

- If a student falls ill during the examination, they should inform the invigilator immediately. The staff from the Examination Unit will provide appropriate assistance and support.
- In cases of serious illness occurring during the examination, students may consider an application for examination deferment, subject to the submission of satisfactory supporting documentation and the University's approval. Failure to notify the invigilator promptly waives any right to deferment or special consideration.
- In the event of a fire alarm, students must follow the instructions provided by the invigilator. During evacuation, students should not take any personal belongings with them and should leave the question paper and answer book as they are.

4.6 Examination Attendance

- Students who fail to attend any final examination without written approval will receive a zero mark for the component.

4.7 Deferment of Final Examination

- Students may apply for a deferment of their final examinations on medical and compassionate grounds and/or valid reasons accepted by the University. Common illness or fever will not be considered.
- Students must complete and submit a Final Examination Deferment Application Form with relevant supporting documents. Applications on medical grounds must be supported by a medical certificate and/or documentation certified by a qualified medical practitioner registered with the Ministry of Health (MoH) of Malaysia or the relevant authority in their home country. Medical certificates or supporting documents obtained through online consultations will not be accepted. Applications on compassionate grounds (e.g., the bereavement of an immediate family member) must be accompanied by appropriate supporting documentation.
- The completed form along with relevant supporting documents (E.g., original medical certificate issued by a clinical hospital or doctor's reference letter) must be submitted to Examination Unit within three (3) working days of the scheduled examination date, inclusive of the examination day. Late submissions will not be accepted.
- Approval is granted at the discretion of the University based on the completeness and validity of the supporting documents provided.
- Alternative final examination will be arranged in the following semester once the application is approved.
- If the application is not approved, students will be required to sit for the final examination. A zero mark will be awarded if they do not attend the examination of the said course.

4.8 Release of Official Results and Official Result Slips

- Official results will be made available to students through the Academic Affairs Online System within three (3) weeks after the completion of the final examination weeks.
- It is the responsibility of students to check their results. In the event that a student wishes to appeal for a review of result, they may do so by following the procedures outlined in Section 4.10.
- The University retains the right to withhold the hardcopy of the Official Result Slips if students fail to comply with the rules and regulations stated in the student handbook and other relevant documents.

4.9 Grading System

- Assessment is the measurement of a student's performance, which can include written tests, laboratory work, technical work, studio work, projects, fieldwork, industrial training, and other forms of evaluation.
- The specific method of assessment for each course is determined by the course syllabus and learning outcome.
- Courses categorized as "Practical" or "Project", such as Industrial Training or final year academic projects, may be assessed solely based on continuous assessment throughout the training period, without any written tests. The assessment format for Industrial Training is determined by the course syllabus.
- A student's performance in a course is represented by the grade they obtain. The table below lists the total marks, corresponding grades, and grade points.

Marks	Grade	Grade Points	Description
85 - 100	A	4.00	Distinction
80 - 84	A-	3.70	Distinction
75 - 79	B+	3.30	Good
70 - 74	B	3.00	Good
65 - 69	B-	2.70	Good
60 - 64	C+	2.30	Pass
55 - 59	C	2.00	Pass
50 - 54	C-	1.70	Conditional Pass
45 - 49	D+	1.30	Fail
40 - 44	D	1.00	Fail
0 - 39	F	0.00	Fail

Table of Total Marks, Grades, and Grade Points

Note: The grading system and grade points are subject to the university's guidelines and policies.

- The Grade Point Average (GPA) is calculated at the end of each semester and represents the average grade achieved by a student in that particular semester. The Cumulative Grade Point Average (CGPA) reflects the overall average of grades obtained by a student throughout their academic journey.
- The formulas used for calculating the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) are as follows:

$$\text{GPA} = \frac{\sum (\text{credits attempted for each course} \times \text{grade point awarded for the course})}{\text{The total credits attempted in a semester}}$$

$$\text{CGPA} = \frac{\sum (\text{credits earned for each course} \times \text{grade point awarded for the course})}{\text{The cumulative credits earned over all semesters}}$$

- If a student obtains a Grade Point of 1.7 or Grade C- in a particular course, they will be given a "Conditional Pass" status. This means that they have the option to retake the course in order to achieve a "Pass" or higher grade in the following semester(s) and improve their overall CGPA. However, the "Conditional Pass" can only be utilised ONCE throughout the student's entire study duration, provided that the GPA and CGPA are above 2.0 in the current semester when the conditional pass is obtained.
- To remain in good academic standing, students are still required to maintain a CGPA of 2.00. Therefore, if a student receives a "Conditional Pass" in one or more individual courses and does not attain a CGPA of 2.00, they will not meet the graduation requirements as outlined in Section 6.0 and must retake the individual course(s). It is encouraged for students to retake the course(s) until a passing grade is achieved in order to improve their cumulative grade points, within the structure and maximum duration of the study programme.
- A grade threshold is the minimum mark that a student must obtain in a specified assessment component or requirement of a course. Students must satisfy all applicable grade threshold requirements in order to successfully pass the course.
- As grade threshold requirements may differ among programmes, students shall refer to the latest version of their respective Programme Handbook and any relevant academic regulations for the specific grade threshold requirements applicable to their programme of study.

4.10 Appeal for Reviewing the Official Result

- Students have the right to appeal against their official results. Appeals can only be made for the respective semester and must be submitted within the stipulated time frame.
- Appeals submitted after the specified deadline will not be accepted.
- Appeals that challenge the academic judgment of examiners will not be permitted.
- Only the candidate themselves can submit an appeal on their own behalf. Appeals submitted by a third party will not be accepted unless accompanied by written authorization from the candidate.
- Students should be aware that submitting an appeal does not guarantee a change in marks. In some cases, the second examiner may even lower the marks if it is determined that the original marks were given incorrectly.
- To initiate an appeal for a review of official result, the student must complete the prescribed "Appeal for Review of Official Assessment Result" form within the stipulated appeal period upon the release of official results.
- An appeal fee of RM50.00 will be charged for each course appealed. The Finance Office will generate an invoice via the official ePayment system for the appeal fee upon submission of the completed form.
 - Students are required to complete the payment and submit the payment receipt to the Examination Unit.
 - Submission of proof of payment is mandatory. The appeal application will not be processed if the official receipt is not provided, regardless of whether payment has been made.
- Once all appeal documents have been submitted, the Examination Unit will refer the cases to the respective School/Department for review.
- The outcome of the appeal will be communicated to the student in writing within the stipulated period.
- The decision reached through the appeal is final, and no further appeals will be entertained.
- An appeal is considered successful if the newly awarded grade is higher than the previous one given, and in such cases, the appeal fee paid will be offset or refunded accordingly.





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5.0 | Academic Integrity and Misconduct

- The University is committed to upholding the principles of academic integrity, honesty, fairness, trust, respect, responsibility, and ethical conduct in all academic activities. Students are expected to maintain the highest standards of academic integrity in all forms of coursework, assessments, examinations, research, and scholarly activities.

5.1 Academic Misconduct

- Academic misconduct refers to any act that provides, attempts to provide, or facilitates an unfair academic advantage, or otherwise compromises the integrity of academic work, assessments, examinations, research, or scholarly activities.
- Academic misconduct includes, but is not limited to, the following:
 - i. Examination Misconduct, Cheating and Impersonation
 - ii. Plagiarism and Collusion
 - iii. Contract Cheating, Ghost-writing and Unauthorised Assistance
 - iv. Fabrication, Falsification and Misrepresentation
 - v. Misuse of Artificial Intelligence (AI) Tools
- Students who are suspected of committing academic misconduct may be subject to investigation and, where appropriate, disciplinary action in accordance with the University's rules, regulations, and disciplinary procedures.

5.2 Student Discipline and Behaviour Committee

- The Student Discipline and Behaviour Committee (SDBC) is the University's designated disciplinary body responsible for reviewing, investigating, and determining cases involving academic misconduct and other disciplinary violations.
- The members of the SDBC shall be determined by the University from time to time and may include representatives from relevant academic and administrative departments.
- In conducting an investigation, the SDBC may consider all relevant evidence, including but not limited to documentary evidence, witness statements, written explanations, expert opinions, electronic records, and any other information deemed relevant to the case.
- The SDBC may recommend or impose appropriate disciplinary action in accordance with the University's regulations and the nature and severity of the offence.
- The decision of the University in respect of disciplinary matters shall be final, subject to any appeal process prescribed by the University.
- Students found guilty of academic misconduct will be issued a warning letter and may be subject to one or more of the following penalties:
 - i. A monetary fine;
 - ii. A zero mark (0) for the specific assessment (E.g., examination, quiz, test, mid-term and etc.) involving the misconduct;
 - iii. A Grade (F) for the course;
 - iv. Revocation of scholarship or study grant;
 - v. Ineligibility of postgraduate recommendation (Tuimian);
 - vi. Ineligibility of programme transfer;
 - vii. Documentation of the offence in the student's profile;
 - viii. Suspension of studies;
 - ix. Expulsion from the University;
 - x. Withholding of official academic documents, including the official result slip, official academic transcript, graduation certificate and degree certificates, or denial of degree in cases of scholastic dishonesty;
 - xi. Any other penalty, sanction, or remedial action deemed appropriate by the University.

5.3 Appeal against Disciplinary Decision

- Students have the right to appeal against disciplinary decisions or sanctions imposed by the University.
- All appeals against the disciplinary decisions must be submitted within five (5) working days from the date of receipt of the disciplinary decision. The SDBC reserves the right to accept or reject an appeal.
- To initiate an appeal, the student must complete the prescribed "Appeal against Disciplinary Decision" form and submit it together with a written statement outlining the grounds and supporting evidence for the appeal.
- The appeal letter and completed form will be forwarded to the SDBC for consideration before being submitted to the University management for endorsement.
- The outcome of the appeal will be communicated to the student in writing.
- The decision of the University on the appeal shall be final and binding, and no further appeal shall be entertained.
- A student who submits an appeal in good faith shall not be subject to retaliation, disadvantage, or adverse treatment solely as a result of exercising the right of appeal.





6.0 | Graduation Requirements

- In order to be conferred a degree, students must meet all of the following conditions:
 - i. Fulfilment of the minimum total credit hours required for graduation from their programme;
 - ii. Attainment of a minimum CGPA of 2.0;
 - iii. Full settlement of all outstanding fees and charges.
 - iv. Completion of the programme within the maximum stipulated study period.

Academic related inquiries, please contact:

Academic Affairs Office (Room A3#702)	
Monday to Friday from 8.30am to 5.30pm (Lunch break from 12.30pm to 1.30pm)	
Academic Affairs Office	xmumac@xmu.edu.my
Examination Unit	xmumexam.degree@xmu.edu.my

7.0 | Financial Information

7.1 Tuition Fees and Administrative Fees

Note: International students are required to pay

- Security Deposit RM1,000 (refundable)
- International Student Fee RM2,500 per academic year

7.2 Fee Payment

Students are required to pay the first semester fees upon enrolment and subsequently within seven (7) working days from the commencement of the new semester.

Students will be automatically barred from attending classes after the specified due date if semester fees are not paid or a formal letter of appeal is not given to the Finance Office. Reminders will be given to students via email. The University reserves the right to withdraw access to facilities from students who are in default in payment.

Students who owe the University at the time of graduation, will have their certificates withheld until full payment has been received.

The refund process will be within 60 days from the receiving date of the completed Withdrawal Form and relevant documents (if applicable). All refund shall be free of interest and the University reserves the right to off-set the refundable amount against any outstanding fees or whatsoever payments due and owing to the University.

7.3 Mode of Payment

Payment of Fees can be made via Finance Office or Online Banking (E-Payment). The following are guidelines to be followed for each mode of payment:

7.3.1 Online Banking

i. Payment via ePayment portal

- Login to our XMUM's website www.xmu.edu.my
- Click on ePayment (read the ePayment Guide if you wish to perform the online payment).
- Once the payment is successful, a payment confirmation will be automatically sent to the payee and the Finance Office.
- Payee can print the official receipt once the transaction is successful.

ii. Payment through online fund transfer

- Login to Internet Banking of your account.
- Please enter student ID number as reference number with payment from your Current or Savings account.
- Once the payment is successful, kindly email the payment confirmation to finance email at finance@xmu.edu.my

7.3.2 Cheque / Bank Draft

- Cheque / Bank Draft payments can either be made at the Finance Office or by post.

- Please ensure that the cheque / bank draft is issued to "XMU Jiageng Education Development Sdn Bhd".
- Ensure that the cheque / bank draft is signed and that it is dated with the current date. No post-dated cheque is allowed.
- Please write your name, IC number, contact number and details of what is being paid, on the reverse of the cheque/bank draft.
- If the cheque / bank draft is paid at the Finance Office, official receipt will be generated immediately. If the cheque / bank draft is posted, please collect your official receipt from the cashier on your next visit to the campus.

7.3.3 Credit Cards

- Credit card payments can be made at the Finance Office or through online banking.
- No processing fee will be imposed on Visa/Master cards or Union-pay card.
- You are required to key in PIN as a form of verification.
- Once the transaction is approved, an official receipt will be issued.

7.3.4 Direct Bank-In & Telegraphic Transfer ("TT")

- Payments can be transferred into XMUM's bank account with Maybank. Details are as follows:
 Account Name : XMU Jiageng Education Development Sdn Bhd
 Bank Name : Malayan Banking Berhad
 Account no : 5624-3250-5328
 Swift Code : MBBEMYKL
 Branch : KLIA 2
- Obtain copy of TT slip from the bank, you may either present the TT slip to the cashier or email to finance@xmu.edu.my.
- Please write your name, IC/passport number, contact number and details of what is being paid, on the reverse of the TT slip, or if it is via email, to include the details in the email.
- Present your TT slip to the cashier with the abovementioned details and an official receipt will be issued.
- If you have email, please collect your official receipt at the Finance Office on your next visit.

7.3.5 Cash

- Cash payments are to be made at the Finance Office.
- Official receipt will be generated immediately.

7.4 Administrative Charge

An administrative charge of RM30.00 per week will be imposed commencing from the eighth (8th) day of the new semester if payment is not received by the specified due date. The university has the right to withdrawn the student due to default in payment of fees for more than one semester. The University will take the necessary steps before such withdrawal takes place.

7.5 Contact and Office Hours of Finance Office

Finance Office (Room A3-7-11) Monday to Friday from 9.00am to 5.00pm		
Name	Email	Phone
Finance Office	finance@xmu.edu.my	03-8800 6856



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8.0 | Student Affairs Office Services

8.1 Student Helpdesk

The Student Helpdesk acts as the first point of contact for students to Xiamen University Malaysia (XMUM).

The Student Helpdesk provides assistance and services mainly in the following areas:

- Student Vehicle Registration
- Feedback
- Lost and Found
- Student verification for the purpose of lost / damaged student ID card report, public transport discount card registration and etc.
- Student Personal Accident Insurance
- PTPN enquiries

8.1.1 Student Vehicle Registration

The University operates a compulsory vehicle registration scheme for student vehicles. Any student who wishes to use a motor vehicle in XMUM during his/her course of study **MUST** register his / her vehicles with the Student Affairs Office. Students who fail to register their motor vehicle will result in prohibition of entry in XMUM premises.

i. Registration

All student vehicles **MUST** be registered at the Student Affairs Office.

To register a vehicle, the following documents must be enclosed with Student Vehicle Registration Form:

- 1) 1 Photocopy of Vehicle Registration Card
- 2) 1 Photocopy of Student ID
- 3) 1 Photocopy of a valid Driving License except "L" License
- 4) An authorization letter from the rightful owner of the vehicle (if the student is not the registered owner)

ii. Parking and Traffic Policies

To park a motor vehicle in any parking area of the University, it **MUST** be registered along with a vehicle pass permanently affixed to the right hand side of the windscreen.

iii. Replacement of Vehicle Pass

Any transfer or sale of a registered vehicle **MUST** be reported promptly to the Student Affairs Office. If a vehicle is purchased to replace another, the new one **MUST** be registered.

iv. Vehicle Pass Revocation

Obtaining a vehicle pass by providing false information or unauthorized transfer of permit to another vehicle will result in revocation of the vehicle pass.

8.2 Feedback

XMUM is committed to receiving and responding to students' feedback in order to monitor and enhance the quality of students' lifestyle.

Students can obtain feedback form at the Student Affairs Office during office hour from 8.30am to 5.30pm or email us at studentaffairs@xmu.edu.my

The completed feedback form is then reviewed by the Office of Student Affairs and forwarded to the appropriate office based on the subject matter, e.g. if the feedback is related to accommodation issue, the feedback is forwarded to the Accommodation Department.

8.3 Lost and Found

i. Reporting Lost Items

If you have lost an item on campus, you can check with the Student Helpdesk by filling out and submitting the Lost Item Form. The Student Helpdesk will then check all existing found items upon receiving your form and contact you if we have an item which matches your lost item's description. If nothing matches your lost item, we will continue to check your report with all future items that are turned in during the course of the school year.

ii. Retrieving Lost Items

Anyone claiming lost items must show a current, valid form of identification such as Student ID, IC or passport.

iii. Turning in Found Items

If you have found an item on campus belonging to someone else, please turn it in at the Student Affairs Office during working hours.

iv. Unclaimed Property

Unclaimed items will be held for at least 60 days, after which the items may be discarded. The Student Helpdesk does not assume responsibility for any lost, damaged, or stolen personal property brought to campus.

8.4 Lost / Damaged Student ID

Official university student identification (ID) cards are issued to all students and must be carried at all times. Transferring a card to another person or using another person's card for any reason is strictly prohibited.

Once students lose their student ID card, the following conditions shall apply:

- Immediately report a lost/ damaged card to the Student Helpdesk during working hours from 8.30am to 5.30pm on weekdays.
- Lost/ damaged ID cards will incur an administrative charge.
- Students are only permitted 1 student ID card per person at a time.

8.5 Student Group Personal Accident Insurance

i. Who is covered?

All current full time students enrolled in Xiamen University Malaysia.

ii. What is covered?

The policy is restricted to claims for injuries that result from accidents. The definition of injury contained in the policy means bodily injury resulting from an accident and which is not an illness. Expenses that occur due to sickness and illness do not fall within the terms of this policy.

iii. What does the policy cover?

(Below coverage information is for local student only. For International students, please refer to International Students Office for more information)

Type of Cover	Had (RM)
Accidental Death	15,000
Accidental Permanent Disablement	50,000
Accidental Death on Public Common Carrier	15,000
Accidental Death in School Premises	15,000
Accidental Medical Indemnity	2,000
Ambulance Fee	
a) Private Hospital	50
b) Government Hospital	25
Kidnapping Extension	15,000
Bereavement Allowance	2,000
Daily Hospital Cash Allowance	
a) Private Hospital	50
b) Government Hospital	25
Education Allowance	20,000
Sinseh or Traditional Treatments	200
Accidental Dental Treatment	500
Loss & Damage of Textbooks	200
Allowance for School / Tuition Fees	300

iv. How do I get details of the policy and lodge a claim?

Students could visit Student Affairs Office to discuss the accident, obtain personal accident claim form and lodge a claim. Students are advised to report to the Student Affairs Office as soon as possible after the incident.

8.6 PTPTN Enquiries

Student could pay a visit to the helpdesk of Student Affairs Office to consult some questions about PTPTN. These details are listed below:

- Eligibilities
- Loan Amount
- Flow Chat of online PTPTN application
- PTPTN online schedule
- PTPTN Online application guideline

8.7 Directory and Office Hours of the Student Affairs Office

Student Affairs Office (Room B1 # 107) Monday to Friday from 8.30am to 5.30pm		
Name	Email	Phone
Student Helpdesk	studentaffairs@xmu.edu.my	03-8705 5166 / 03-8800 6911 / 03-8800 6924
Student Accommodation	studentaccommodation@xmu.edu.my	03-8705 5051 / 03-8705 5164 / 03-8800 6854
Counselling Centre	counselling@xmu.edu.my	03-7610 2017 / 03-8705 5059
Extra-Curricular Activities	eca@xmu.edu.my	03-8800 6818
Career Services	careerservices@xmu.edu.my	03-8705 5151
International Student Affairs Office	internationaloffice@xmu.edu.my	03-8800 6838 / 03-8705 5048



XIAMEN UNIVERSITY MALAYSIA
廈門大學 馬來西亞分校



9.0 | Counselling Centre

9.1 Introduction

XMUM Counselling Centre values the diversity of all students and aims to promote the mental well-being of our students at the University. We strive to meet the unique needs of each student who comes for counselling service irrespective of age, socioeconomic status, ethnicity, culture, religion, gender identity, and sexual orientation.

The Counselling Centre provides individual and group counselling to support our students at the university. Our licensed counsellors are available to listen to you and talk through any personal challenges or emotional concerns that you might have during your study life. This free service ensures the confidentiality and privacy of all students.

Counselling Centre provides support for:

- Adaptation
- Self-exploration
- Study stress
- Emotion
- Grief and loss
- Sexuality/Gender
- Family
- Boy-Girl relationship
- Friendship
- Career guidance

To make an appointment, please visit:

<http://www.xmu.edu.my/2017/0527/c14709a285624/page.htm>

<https://forms.office.com/r/thC285mjta>

For further inquiries, please visit the Counselling Centre in Room 110 or the Student Affairs Office in Room 107.

Counselling Centre (Room B1 # 111)
Monday to Friday from 8.30am to 5.30pm

Name	Email	Phone	Website
Student Counselling	counselling@xmu.edu.my	03-8705 5059	http://www.xmu.edu.my/2017/0527/c14709a285624/page.psp

10.0 | Career Services Office

10.1 Introduction

University success extends beyond academic achievement. In today's competitive job market, students are encouraged to develop relevant skills, gain practical experience, and prepare themselves for the world of work long before graduation.

The Career Services Office (CSO) supports students throughout their career development journey by providing career guidance, industry exposure, employability programmes, internship support, and recruitment opportunities. Through these initiatives, students are empowered to make informed career decisions and graduate with the confidence and competencies required to thrive in their chosen professions.

10.2 Mission

The Career Services Office is committed to equipping students with the knowledge, skills, resources, and opportunities needed to explore, develop, and manage their career pathways. Through career education, industry engagement, and experiential learning opportunities, CSO aims to nurture career-ready graduates who possess strong professional competencies, global perspectives, and humanistic values. By encouraging self-discovery and personal growth, CSO supports students in realizing their full potential and achieving their career aspirations.

10.3 Vision

To be a leading career development hub that bridges students, graduates, academia, employers, and the global community. We strive to enhance students' employability and entrepreneurial capabilities through meaningful collaborations with industry partners and the provision of comprehensive career development resources, preparing graduates to succeed in an increasingly competitive and knowledge-driven global economy.

10.4 Core Activities

CSO provides a wide range of career development programmes and services designed to support students from their first year of study through to graduation and beyond.

Career Coaching

Personalized one-on-one consultations that help students identify their strengths, clarify career goals, explore opportunities, and develop actionable career plans.

Industry Engagement Sessions (IES)

Networking and sharing sessions with industry leaders and employers who provide insights into industry trends, career pathways, workplace expectations, and professional development opportunities.

Grill The Drill (GTD) Series

Interactive sessions featuring experienced professionals and alumni who share authentic workplace experiences, career journeys, industry challenges, and practical advice for career success.

Industrial Visits

Company visits that provide students with first-hand exposure to professional work environments, corporate culture, business operations, and industry practices.

Structured Internship Briefing (SIB)

Pre-internship briefing sessions designed to prepare students for their internship experience by outlining academic requirements, workplace expectations, professional conduct, and internship procedures.

Internship and Job Placement Support

Assistance in connecting students with internship and employment opportunities through CSO's extensive network of industry partners and employers.

Campus Career Fair

An annual flagship recruitment event that brings together leading local and international employers to showcase career opportunities, engage with students, and identify potential talent.

On-Campus Recruitment (OCR)

Dedicated recruitment activities conducted by employers on campus, including company presentations, networking sessions, assessments, and interviews for internship and graduate positions.

If you require further information, please feel free to contact the Career Services Office.

Career Services Office (Room B1 # 107)
Monday to Friday from 8.30am to 5.30pm

Name	Email	Phone
Career Services Office	careerservices@xmu.edu.my	03-8705 5300



11.0 | International Student Affairs Office

The main purpose of the International Student Affairs Office (ISAO) is to provide advice; information and support for all international students at XMUM, throughout the student lifecycle, from the point of initial student pass application right through to graduation.

We provide professional and specialist advice to international students on student pass/visa processes, which include new applications, endorsements, transfers of endorsement, variations, extensions/renewals, cancellations, as well as other related requirements such as pre-arrival and post arrival medical screening and medical insurance.

We are here to ensure that the international student pass processes adhere to the rules, policies and procedures of the Malaysian Government and implemented by Immigration Department of Malaysia and EMGS.

We make it a point to guarantee that international students are well-informed of the developments and issues related to student pass/visa, and the requirements for international students as specified by the Immigration Department of Malaysia and Ministry of Education.

11.1 Immigration Basic Rules and Regulations

All international students are required to have a valid student pass during their entire period of study in Malaysia. You will be issued with a student pass in the form of a sticker endorsement by the Immigration Department of Malaysia. Your student pass comes along with a multiple-entry visa that allows you to exit and re-enter the country as a student.

11.2 Validity of Student Visa

- Your student visa will be endorsed onto your passport. The endorsement indicates your visa type, the length of stay in Malaysia, the number of entries permitted and the validity of your Student Pass.
- It is mandatory for you to submit your application for student pass renewal to ISAO at least twelve (12) weeks in advance of the expiry date in order to either extend your current student pass or apply for a new student pass. During the student pass renewal process, students are not allowed to arrange travelling plans.
- Students progressing from one level to another level will need to apply for a new student pass. (You are advised to set a reminder on your mobile device(s) to alert you when it is time to do so)
- Students who fail to renew their student pass on time will have a risk of overstaying in the country. Overstaying is a federal offence and therefore prosecutable by Malaysian laws. It is strongly encouraged for all international students to be alert and cautious of their student pass expiry date in order to avoid this.

11.3 Immigration Compulsory Requirements

As an international student, you must be aware of and adhere to the following requirements:

- It is compulsory to maintain a minimum of 80% attendance in all scheduled classes and achieve a CGPA above 2.0 for academic performance. Failing to meet this requirement may result in your student pass being revoked.



- International students who are absent from classes for three (3) consecutive days will be reported to the Immigration Department of Malaysia.
- Students are responsible in monitoring the expiry dates of passport and student pass.
- Penalties may be imposed by the Immigration Department of Malaysia in the event of late submission for renewal or submission after student pass has expired. All costs will be borne by the student.
- For withdrawal or deferment of study, you are required to inform ISAO four (4) weeks before you leave the country or University.
- For graduation/completion, you are required to cancel your visa before you return to your home country. You can only request to cancel your visa upon the release of your final semester results. This is to ensure that your current student pass with the University is cancelled accordingly.
- Please refer to the International Student Handbook for more information.
<http://www.xmu.edu.my/00/fd/c14713a327933/page.htm>
 - **Please be informed that due to the COVID-19 pandemic there will be changes on regulation by the authorities, International Student Affairs Office will inform students on the changes via email.**

International Student Affairs Office (Room B1 # 104) Monday to Friday from 9.00am to 5.00pm		
Name	Email	Phone
International Student Affairs Office	internationaloffice@xmu.edu.my	03-8800 6838 03-8705 5048

12.0 | Extra-curricular Activities

12.1 Introduction

Xiamen University Malaysia (XMUM) encourages students to actively participate in Extra-Curricular Activities (ECA) as part of a balanced and holistic university experience. Through clubs, societies, sports, cultural activities, volunteerism, leadership programs, and student-led initiatives, students are able to develop leadership, teamwork, communication, creativity, and interpersonal skills beyond the classroom environment.

The Extra-Curricular Activities (ECA) Unit oversees registered clubs and societies under several categories, including:

- Performing Arts (PA)
- Culture & Arts (CA)
- General (GE)
- Service & Volunteerism (SV)
- Sports (SP)
- International (INT)

Students are encouraged to participate responsibly and professionally while upholding the values and regulations of the University.

For detailed operational procedures, governance matters, event management guidelines, and administrative requirements relating to clubs and societies, students and organizers shall refer to the official Clubs & Societies Handbook and the latest guidelines issued by the ECA Unit.

If you have any queries that are not addressed in this Handbook, please do not hesitate to contact the Extra-Curricular Activities (ECA) Unit at Room B1-103 for further assistance.

12.2 Laws, Regulations & Compliance

All clubs, societies, committee members, and participating students shall comply with the laws of Malaysia, University policies, regulations, directives, and any requirements issued by the Extra-Curricular Activities (ECA) Unit from time to time.

Students and registered clubs or societies shall comply with the provisions of the Private Higher Educational Institutions Act 1996 (Act 555) and any amendments thereto, including regulations relating to student activities, organizations, and conduct.

Clubs and societies shall not:

- Engage in activities that contravene the laws of Malaysia or University regulations.
- Provide financial support, sponsorship, donations, or monetary contributions to external organizations, groups, or individuals without prior University approval.
- Promote, support, or participate in unlawful organizations or prohibited activities.
- Conduct political party activities, political campaigning, or partisan political advocacy within the University campus.
- Promote extremism, radicalization, hatred, discrimination, violence, or activities that may adversely affect public order, national harmony, campus safety, or the University's reputation.
- Engage in any activity deemed inappropriate, unlawful, or inconsistent with the educational mission, values, and objectives of the University.

The University reserves the right to reject, suspend, restrict, or withdraw recognition from any club or society whose objectives, activities, affiliations, publications, or conduct are deemed inconsistent with the laws of Malaysia, University policies, public order, national harmony, or the interests of the University community.

12.3 Formation, Recognition & Administration of Clubs and Societies

Students who wish to establish a new club or society may submit an inquiry or proposal to the Extra-Curricular Activities (ECA) Unit for preliminary consultation, guidance, and review prior to formal application.

All proposed clubs and societies shall be subject to evaluation by the ECA Unit and relevant University authorities to determine their suitability for registration and operation within the University. The evaluation may consider, but is not limited to, the following:

- The objectives, activities, and proposed contributions to student development and campus life.
- The relevance and suitability of the proposed club or society within the University environment.
- Whether the proposed club or society substantially duplicates, overlaps with, or replicates the objectives, functions, or activities of existing registered clubs or societies.
- The organizational feasibility, sustainability, and operational readiness of the proposed club or society.
- Compliance with University policies, regulations, procedures, and applicable laws of Malaysia.

Students intending to establish a new club or society shall submit a proposed constitution and any supporting documents required by the ECA Unit. The ECA Unit may request additional information, meetings, presentations, interviews, or clarification sessions during the evaluation process where necessary.

Where the proposed objectives, activities, or areas of interest are deemed substantially similar to those of an existing registered club or society, the ECA Unit may recommend collaboration, integration, or participation within the existing organization instead of establishing a separate club or society.

The ECA Unit reserves the right to approve, defer, reject, or impose conditions on any application based on the outcome of the evaluation process and the overall interests of the University community.

12.3.1 Probationary or Provisional Status

The ECA Unit may require newly proposed clubs or societies to undergo a probationary, provisional, observation, or development period before granting full recognition. During this period, the club or society may be required to demonstrate organizational commitment, active participation, leadership capability, membership sustainability, operational readiness, and compliance with University requirements.

12.3.2 Suspension, Deregistration & Withdrawal of Recognition

The University reserves the right to review the status of any club or society at any time and may suspend, deregister, or withdraw recognition where the club or society:

- Fails to comply with University policies, regulations, or directives
- Becomes inactive or fails to maintain minimum operational requirements
- Engages in activities that are inconsistent with its approved objectives
- Provides false, misleading, or incomplete information during the registration or operational process
- Conducts activities that may adversely affect the University, its students, staff, reputation, or operations

12.4 Activities, Events & Program Management

All events, activities, programs, workshops, competitions, collaborations, projects, or initiatives organized under the name of a club, society, or the University must obtain prior approval from the Extra-Curricular Activities (ECA) Unit before implementation.

Organizers are required to submit the necessary proposals and supporting documents within the stipulated timeline and comply with all relevant University procedures, operational requirements, and safety guidelines.

All approved activities shall:

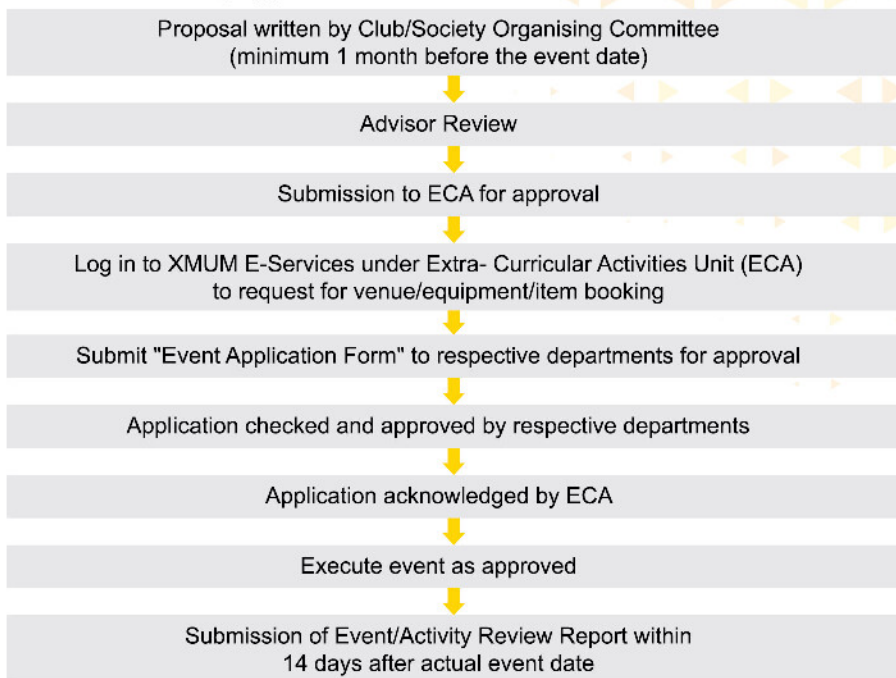
- Align with the objectives and identity of the respective club or society
- Support meaningful student engagement and development
- Be conducted responsibly and professionally
- Comply with University regulations and operational requirements

Clubs and societies are responsible for ensuring that publicity materials, venue bookings, equipment usage, external collaborations, sponsorship arrangements, and other operational matters receive the necessary approvals before proceeding.

Students and organizers may refer to the official Clubs & Societies Handbook and the latest guidelines issued by the ECA Unit for detailed procedures and submission requirements.



12.4.1 Event/Activity Application Procedure



Note: Organisers are encouraged to keep the ECA Staff Advisor informed of significant updates, changes, postponements, cancellations, incidents, or matters that may affect the approved event arrangement.

12.5 Publicity & Promotional Guidelines

The term "poster" includes posters, notices, advertisements, flyers, banners, and other promotional materials related to student activities.

All publicity and promotional materials must obtain prior approval from the Extra-Curricular Activities (ECA) Unit before printing, posting, or distribution where applicable.

Students and organizers are required to:

- Display posters and publicity materials only at designated notice boards or approved locations;
- Ensure publicity materials are appropriate, accurate, and suitable for the university environment;
- Use only pins for poster display. Double-sided tape, masking tape, glue, or other adhesives are strictly prohibited;
- Remove publicity materials after the approved display period or upon completion of the event/activity; and
- Use university logos and club logos appropriately in accordance with university guidelines.

Posters or publicity materials displayed without approval, placed at unauthorized locations, or not removed within the required timeline may be removed by the University. Penalties or administrative action may be imposed where applicable.

Students and organizers may refer to the official Clubs & Societies Handbook and the latest guidelines issued by the ECA Unit for detailed publicity procedures and requirements.

12.6 Safety & Responsibility

Students, clubs, and societies are responsible for ensuring that all activities, events, programs, and engagements are conducted safely, responsibly, and in accordance with university regulations and operational requirements.

Organizers and participants are expected to:

- Maintain appropriate conduct and discipline during activities;
- Follow instructions issued by the University, ECA Unit, Security personnel, or relevant departments;
- Use university facilities, venues, and equipment responsibly; and
- Prioritize participant safety and wellbeing throughout all activities.

For activities involving external trips, physical activities, external participants, or special operational arrangements, additional approvals, supporting documents, or safety requirements may be required.

Students participating in external trips or special activities may also be required to complete declaration, indemnity, or waiver forms where applicable.

Students and organizers may refer to the official Clubs & Societies Handbook and the latest guidelines issued by the ECA Unit for detailed safety procedures and operational requirements.

12.7 Contact Information

Extra-Curricular Activities (Room B1 # B1-103) Monday to Friday from 9.00am to 5.00pm			
Name	Email	Phone	Website
Extra-Curricular Activities	ECA@xmu.edu.my	03-8705 5064	https://www.instagram.com/xlife.eca/

13.0 | Residences Management Rules & Regulations

13.1 Residences Management Rules & Regulations

13.1.1 General Rules

- 13.1.1.1 These rules and regulations are written by the Student Affairs Office (SAO) and Accommodation Office (AO) of Xiamen University Malaysia (hereinafter referred to University) in order to provide a comfortable and conducive environment for the residents.
- 13.1.1.2 Student residences of the University are only available for the active students of the University.
- 13.1.1.3 Unless otherwise stipulated by other laws and regulations, the management of residences shall adhere to the Rules and Regulations stipulated here.
- 13.1.1.4 The University and the AO are not liable to any off campus accommodation issues.

13.1.2 Application of Student Residences

- 13.1.2.1 All students are eligible to apply for Xiamen University Malaysia's student residences.
- 13.1.2.2 After receiving applications, occupancy type shall be allocated according to the request made by applicants. However, this is subject to the availability of rooms.
- 13.1.2.3 The University will offer accommodation to all new students who meet the following criteria:
 - i. Their programme of study is full time
 - ii. They are studying in the Malaysia campus for at least two semesters
 - iii. Their home address is not within Kota Warisan area
 - iv. Their accommodation application is received before the closing date
- 13.1.2.4 Returning students who are transferred back to Malaysia campus from other Xiamen University campuses will be considered as new students and they will be guaranteed accommodation.
- 13.1.2.5 When applying for residences, applicants must fulfil all the requirements and follow all established rules and procedures. Any violation of the aforementioned will result in rejection of application and/or cancellation of accommodation.

13.1.3 Payment and Refund

- 13.1.3.1 A Booking Fee to Residence Application Fee of Ringgit Malaysia One Hundred RM100 (non-refundable) has to be paid when submitting the "Student Residences Application Form".
- 13.1.3.2 The booking fee is refundable only if the University fails to allocate accommodation to the applicants.
- 13.1.3.3 Successful applicants are required to pay a deposit of Ringgit Malaysia Five Hundred RM 500 (refundable) together with one semester rental upon check-in.
- 13.1.3.4 Rental payment is to be made on a per-semester basis
- 13.1.3.5 Only students who have paid their rental are permitted to stay in the residences.
- 13.1.3.6 Deposit will only be refunded after deduction (if any) at the end of the duration of stay.

- 13.1.3.7 Rental is not refundable and will not be pro-rated under any circumstances except when the liability is proven to be owned by the University and / or the AO.
- 13.1.3.8 Rental will neither be refunded nor prorated if the resident is expelled or suspended by The University and / or the AO.

13.1.4 Room Assignment

- 13.1.4.1 Room assignment will be made at the sole discretion of the AO.
- 13.1.4.2 The minimum tenancy is for a semester according to the University's academic calendar.
- 13.1.4.3 Residents are not allowed to change units and duplicate key(s) without the approval of the AO. Duplication of key(s) without approval shall constitute a severe offence. All keys have to be returned to the AO upon check-out.
- 13.1.4.4 The AO reserves the right to do room reassignment for safety, health, repair service, economy, or disciplinary reasons involving the residents, or for unresolvable incompatibility of roommates.
- 13.1.4.5 Residents requesting for change of unit is principally discouraged. Nonetheless, residents must obtain official approval from AO for changing a unit. An administration fee of Ringgit Malaysia Thirty (RM30) will be imposed.
- 13.1.4.6 Downgrading occupancy type is principally not allowed unless valid reason is given and the approval is at the AO's discretion.
- 13.1.4.7 Upgrading occupancy type is allowed and applicant is required to pay the difference in rental.
- 13.1.4.8 In addition to 1.4.6 and 1.4.7, request for downgrading and upgrading is subject to the availability of units.

13.1.5 Room Key Replacement / Room Unlock Services

- 13.1.5.1 An administrative charge will be assessed for room key replacement or room unlock services:
- Office hours (Monday to Friday, 9.00 am to 6.00 pm, excluding public holidays) - RM20.00
 - Non-office hours (Monday to Sunday, 6.00 pm to 10.00 pm, including public holidays) - RM30.00
- 13.1.5.2 Resident is required to make the payment at Finance Office within seven (7) working days after the service has been performed.

13.1.6 Visitors Policy and Illegal Squatting

- 13.1.6.1 All visitors must register at the Guard House and respective hostel units (Ground Floor)
- 13.1.6.2 Residents are not allowed to invite visitors (parents / siblings / friends / outsiders / non-residents) to stay overnight in the residential units. Failure to comply will result in the resident's eviction from the hostel.
- 13.1.6.3 At all times, registered visitors are required to wait at the designated waiting area and must leave the hostel premises by 8.00pm.
- 13.1.6.4 All visitors of the OPPOSITE GENDER are STRICTLY NOT ALLOWED to enter the residential units AT ANY TIME. ONLY immediate family members or guardians are allowed in the residential unit before 8pm. They MUST register at the Security Desk of the respective hostel block by giving their driving licence upon entry.

- 13.1.6.5 Disciplinary action will be taken on residents found with a member of the opposite sex inside the room at any time for whatever reason.
- 13.1.6.6 Parties and/or other social gatherings in the residence are not permitted without prior consent of the Accommodation Office.
- 13.1.6.7 Residents are personally responsible for ensuring that their visitors comply with all the Residences Rules & Regulations at all times, and also that the visitor's behavior/behaviour is not offensive or a nuisance in any way to other residents.

13.1.7 Security and Safety

- 13.1.7.1 It is the responsibility of each resident to ensure his or her own safety and security. Residents must ensure that the doors to their unit and their valuables are locked and secured at all times.
- 13.1.7.2 The University will not be responsible for damage or theft or loss of resident's personal property, money and any other items left by the resident in the residence. It shall be the responsibility of the resident to safeguard his or her own belonging.
- 13.1.7.3 The University will not be responsible for any injury whatsoever towards residents or damage to property of residents, their guests or any other persons resulting from the resident's or their guest's recklessness, wilful negligence, negligence or negligent use of the unit and the privately owned or university supplied properties or furnishings.
- 13.1.7.4 Residents are not allowed to sit on the balcony rails or to throw/dispose items off the balcony / window. For safety reasons, residents are prohibited to use the balcony for any recreational activities.
- 13.1.7.5 Residents must use the authorized entrances and exits. Offending residents are fully responsible over any injuries that may result from this transgression.
- 13.1.7.6 The curfew set for the residences is 12.00 am. Residents who wish to leave or return to the campus ground after 12.00 am must report at the guardhouse with their student IDs. No liability or responsibility is accepted by the University for any injury, illness, damage, loss, accident, expense, or any other claim arising from leaving the campus ground after the curfew.

13.1.8 Cleanliness and Order

- 13.1.8.1 Residents are personally responsible for the tidiness and cleanliness of their unit at all times. Any waste should be disposed in a proper manner at the designated rubbish collection points
- 13.1.8.2 Water and electricity when not in use should be turned/switched off immediately. The last person leaving the unit is responsible to ensure that all taps are turned off and all lights/electrical appliances are switched off to ensure there is no wastage and to avoid fire hazards.
- 13.1.8.3 Fixtures that are likely to cause damage to the residences are strictly prohibited. In addition, residents are not allowed to:
 - hammer nails, screws or stick tapes, stickers, notices, posters, badges, crest, or play cards onto the walls/doors;
 - deface or do any drawing, scribbling or paint works on the walls and furniture that may be deemed to be damaging, defective or unsightly by the AO; and
 - remove any furniture from the common areas for their personal use.

- 13.1.8.4 The University will provide cleaning service for common areas only.
- 13.1.8.5 The University will not be responsible for loss of any personal valuable item or laptop or mobile phone or money left by residents in the rooms or common areas.

13.1.9 Noise and Nuisance

- 13.1.9.1 Residents are not permitted to make excessive noise (noise that can be heard outside the confines of a resident's own unit which disturbs other residents is deemed to be excessive) at all times out of respect to fellow residents.
- 13.1.9.2 Noise is restricted from 10.00 pm until 7.00 am during weekdays (Sunday to Thursday) and 11.00 pm to 7.00 am during weekends (Friday and Saturday). Nonetheless, noise restriction during examination period is at all times.
- 13.1.9.3 Residents are prohibited from making noise in common area (corridor, pantry, laundry area, balcony) and residences compound (within 10-meter radius from residence building) during the noise restriction times.
- 13.1.9.4 Audio equipment is to be operated at reasonable volume where the sound is not heard from outside the unit or a nuisance to other residents.

13.1.10 Code of Conduct

- 13.1.10.1 Residents are expected to behave in a manner consistent with the good reputation of the University, refraining from any behaviour which could endanger human life or health, or cause damage to property, disturb order and peace in the Residence, or curtail the rights and liberties of the other residents while residing at the premises.
- 13.1.10.2 Fighting or any act of violence is strictly prohibited within the residences.
- 13.1.10.3 Residents are strictly prohibited from engaging in any illicit businesses or activities anywhere in the unit, toilet, and areas including common areas within the residences.
- 13.1.10.4 Residents are not allowed to visit the unit of the opposite gender at all times.
- 13.1.10.5 Residents are prohibited from bringing or keeping any kind of pets within the residences and the common area outside the residences.
- 13.1.10.6 Residents are not to tamper with, dismantle or otherwise damage all provided facilities and electrical appliances in the common area. The act is tantamount to vandalism. Fraudulent or unauthorized use of other facilities and electrical appliances is a serious offence and will result in disciplinary action including but not limited to eviction from the residences. Residents are liable for all costs of vandalized items.
- 13.1.10.7 Possession and/or consumption of any prohibited drugs in the residences are strictly prohibited. Malaysia is a country with strict laws regarding drug possession and distribution. Under Section 39A(2) of the Dangerous Drugs Act 1952, anyone caught with the possession of drugs will receive a minimum of five years in prison or life imprisonment and a minimum of 10 whippings, if convicted. Under Section 39B of the Act, anyone caught with the distribution of drugs will receive the mandatory death sentence by hanging, if convicted. These punishments are applicable to both Malaysians and foreigners.
- 13.1.10.8 Viewing, possession and/or dissemination of pornographic materials (hard / soft copies) in the residences are strictly prohibited.

- 13.1.10.9 Lethal weapons are not allowed in the residences.
- 13.1.10.10 Harassment, defined as offensive behaviour (of sexual, racial, religious, social nature) in verbal, non-verbal, visual, psychological, physical and cyber/virtual form is strongly prohibited. Examples include (but is not limited to) bullying, intimidating/abusive behaviour aimed at causing humiliation, discrimination motivated by racial / religious / gender prejudice, stalking, invasion of privacy, utilising social pressure to cause offence.
- 13.1.10.11 Smoking of cigarettes, cigars, pipes and all other substitutes e.g. shisha, E-cigarettes or the possession and the display of any related paraphernalia is not allowed in the residences. Any smoking and/or its related paraphernalia will be confiscated. Ringgit Malaysia Fifty (RM 50) fine would be imposed if residents are found smoking in residences premises.
- 13.1.10.12 Possession or consumption or the display of alcoholic product either (with or without any) content in the residences is not allowed. A resident must not be in a state of intoxication when he/she returns to the residences.
- 13.1.10.13 In the interest of maintaining a high standard of cleanliness, the consumption and possession of chewing gum is prohibited in the residences.
- 13.1.10.14 Littering and/or spitting at public area of the residence are prohibited.
- 13.1.10.15 It is the responsibility of the resident to ensure that his/her parent(s) and room / unit mate(s) are aware of his/her whereabouts. This is imperative to ensure that the resident is contactable in case of emergencies.
- 13.1.10.16 Ball games, roller blade/skate and other gym equipment deemed inappropriate by the AO are banned in the residences except at the designated area. Any banned equipment found may be confiscated.
- 13.1.10.17 No religious altar or prayer paraphernalia is allowed to be placed / set up in any part of the unit and within residences.
- 13.1.10.18 Residents are strictly prohibited to move the furniture and fittings from the unit. The resident who causes damage or loss to furniture and fittings in the unit will have to pay for the damage based on the purchase price of the item.
- 13.1.10.19 The facilities in common areas are prohibited to move or bring into rooms by residents.

13.1.11 Cooking Matters and Use of Electrical Appliances

- 13.1.11.1 Cooking is strictly prohibited in the units. Light cooking is allowed at the pantry. However, extreme care must be exercised.
- 13.1.11.2 Residents are to obtain permission from the Accommodation Officer to use or install electrical appliances inside residences area.
- 13.1.11.3 Residents are strictly prohibited from keeping or using gas / kerosene / flammable stoves, portable air-conditioners, home theatre system, and large musical instruments in the units.
- 13.1.11.4 For safety reasons, burning candles or mosquito coils without a cover is strictly prohibited.
- 13.1.11.5 Residents are advised to use electric mosquito mat vaporizer.

- 13.1.11.6 No TV aerials are allowed to be fixed in or outside the residences.
- 13.1.11.7 To reduce fire risk from electrical appliances, only the following electrical appliances are permitted in your room - haircare equipment, clock/radio and computer equipment. Items like mini fridges, microwave, hot plate, induction cooker and musical instrument are not permitted. The list provided is not exhaustive; the AO reserves the right to amend.
- 13.1.11.8 Violation of these rules will lead to the items being confiscated and a fine of Ringgit Malaysia Fifty (RM 50) being imposed.
- 13.1.11.9 Firefighting equipment must not be tampered with, other than for emergency purposes only. If found tampering with any firefighting equipment, the resident(s) concerned will be fined and the minimum fine imposed is Ringgit Malaysia Three Hundreds (RM300) or depending on the severity of the damage, and the final cost validated by the third party or the vendor.

13.1.12 Maintenance of Rooms

- 13.1.12.1 Residents are to report to the AO of any problem and/or damage that need rectification using "Maintenance Request Form" and the residents should not attempt to rectify the problem themselves.
- 13.1.12.2 In the event of any such request for maintenance, the AO or any other authorized University personnel or maintenance staff or agents or approved service contractor shall have the right to enter the affected unit at a reasonable period of time for the purpose of spot check, inspection and repair, recovery of the University owned property.

13.1.13 Check-In and Check-Out Procedures

- 13.1.13.1 Residents must fill in the check-in/check-out documents when they start and end their stay at the University residences.
- 13.1.13.2 All units will be inspected by the AO or any other authorized staff for damages caused during the residents' tenancy (fair wear and tear excepted) to the rooms and their contents. The list of content will determine if damages are to be charged to the resident(s) at the time of check-out.
- 13.1.13.3 Residents are to remove all their personal belongings, return their room keys to the AO and vacate the rooms by 12.00 pm on the specified check-out date and/or before the last day of stay. If they fail to comply, the AO reserves the right to vacate the room(s) without prior consent of the resident(s). In addition, the University and its management are not responsible for direct and/or indirect losses or damages of any kind to all belongings at all times.
- 13.1.13.4 No temporary storage is provided. As such, all residents are to remove their belongings upon check-out.
- 13.1.13.5 Check-in and check-out are only possible on weekdays and/or announced period of time, between 9.00 am and 5.00 pm. If the resident desires to check in or check out at a different time, he/she has to submit a formal written notice to the AO and/or Warden at least seven (7) days in advance.

- 13.1.13.6 Residents are strongly advised not to arrive at their designated residences before the specified check-in date as AO cannot guarantee the availability of accommodation at that time.
- 13.1.13.7 The unit has to be thoroughly cleaned by the resident before checking out, otherwise a fine of Ringgit Malaysia One Hundred (RM 100) will be imposed and the sum will be deducted from the resident's deposit by the AO for the purpose of engaging cleaners.
- 13.1.13.8 Failure to follow proper check-in/check-out procedures will result in deposit being forfeited.

13.1.14 Withdrawal from Student Residences / Termination of Tenancy

- 13.1.14.1 Residents are to fill in the "Student Residence Withdrawal Form" and submit it to the AO along with check-out document and all properties before leaving the residences.
- 13.1.14.2 All residents shall follow all prescribed procedures, fulfil all requirements and leave residences before the last day of stay. Failure to do so will lead to forfeiture of deposit.
- 13.1.14.3 Any request for cancellation or premature termination of the tenancy after check-in will result in the forfeiture of all rentals paid.
- 13.1.14.4 In addition to 1.14.3, residents are allowed to terminate their tenancy after a minimum stay of one (1) semester by giving the AO at least a one-month written notice. Failing to do so will result in a penalty equivalent to one-month rental and/or forfeiture of deposit.
- 13.1.14.5 In addition to 1.14.4, residents who wish to apply for cancellation or premature termination of the tenancy must submit the "Residence Withdrawal Application Form" to the AO at least seven (7) working days before the day of leaving.
- 13.1.14.6 Tenancy at the residence will be terminated automatically if the resident is no longer a bona fide full time student of the University.
- 13.1.14.7 Upon withdrawal or termination, residents are to ensure that their units are clean and shall remove all their belongings from the units, failing which; the University and its management shall remove their belongings from their rooms without liability.
- 13.1.14.8 The AO can terminate one's tenancy at any time if:
 - 1) the resident fails to pay any sum due and owing to the University; or
 - 2) the resident fails to comply with the Rules & Regulations.

13.1.15 Force Majeure

- 13.1.15.1 In the event that the residences or any part thereof which is the subject of the Student Residences Agreement, should be caused at any time by fire or explosion or any other cause beyond the reasonable control of the University so as to be partially or totally unfit for the resident's occupation or use, then in every such case (except where the damage is caused/contributed by the act or default of the Tenant) the University shall have the right to immediately terminate the Student Residences Accommodation Agreement and the University shall not be liable to the residents for any damages occurring as the result of such termination.
- 13.1.15.2 However, the University shall have absolute discretion to refund pro rata part of the rental that is proportionate to the period of the semester where the University is unable to provide accommodation due to the said termination of tenancy.

13.1.16 Disciplinary Action on Breach of Residences Management Rules and Regulations or Misconduct

- 13.1.16.1 Any resident found to be in breach of any terms within the Residences Management Rules
- 13.1.16.2 and Regulations or guilty of misconduct will be subjected to stern disciplinary actions. The AO has the right to confiscate any prohibited items and/or items that are being used in such a manner that will amount to violating the Residences Management Rules and Regulations.
- 13.1.16.3 Disciplinary actions may amount to warning being issued, imposition of fine of a stipulated amount and any compliance needed to be adhered to during the stipulated period of time. Severe cases of misconduct or act of misdemeanour will amount to being expelled from the residences with immediate effect.

13.1.17 Spot Check Procedures

- 13.1.17.1 There shall be spot checks conducted by the Accommodation Officer(s) and/or the Residents Fellow(s) and/ or security staff from time to time to ensure the Residences Management Rules and Regulations are not violated. During the spot checks, residents must open their desk drawer and wardrobes for spot checks if reasonably requested by Accommodation Officer(s) and/or the Warden and/or other designated staff.
- 13.1.17.2 The University and its management are not responsible for direct and/or indirect losses or damages of any kinds that might occur during spot checks.

13.1.18 Review of Rules and Regulations

- 13.1.18.1 The AO reserves the right to impose new rules and/or amend the existing rules from time to time, and such additions and amendments shall be made known to residents accordingly.

13.1.19 Utility

- 13.1.19.1 Student residents will be billed for their electricity consumption on a monthly basis.
- 13.1.19.2 Electricity charges per month per unit will be borne equally by all residents in that same unit if the unit is occupied by more than one resident.
- 13.1.19.3 Payment shall be made to the Finance Office during the said period of time.

A late payment charges of RM10.00 per month will be imposed after 30 days of the billing date.

Student Accommodation (Room B1 # 107) Monday to Friday from 8.30am to 5.30pm Excluded Public Holidays		
Name	Email	Phone
Student Accommodation	studentaccommodation@xmu.edu.my	03-8705 5051 / 03-8705 5164 / 03-8800 6854 / 03-8705 5193 / 03-8800 6832 / 03-8800 6847 / 03-8800 6924 / 03-7610 2074
Key Lost Hotline From 6pm to 10pm only	-	013-517 6801
Assistant Warden Hotline (Non Office hours only)	-	013-917 6801
Security Hotline	security@xmu.edu.my	019-348 9999 / 019-295 9998
Maintenance Hotline	xmum.omb@xmu.edu.my	017-313 5947

Guidelines Governing the use of Public Refrigerators at Xiamen University Malaysia (Xmum) Residences

1. Purpose: These guidelines are established to promote self-regulation at the residences, improve living condition, and protect the welfare of the residents at large.
2. Scope: These guidelines apply to all residents at XMUM residences.
3. Guidelines:
 - a. All residents are eligible to use the public refrigerator.
 - b. All the items kept in the refrigerator must be stored and sealed in properly-covered container, bottle, jar, or plastic bag.
 - c. All the items kept in the refrigerator must be tagged with the date of storage and the owner's particulars including name and room number.
 - d. The storage period is strictly limited to ONE week only.
 - e. For those who would like to have their items stored in the refrigerator for more than one week, they must re-tag their items with updated date of storage and owner's particulars before the expiry date.
 - f. The public refrigerator is to be checked and general clean-out is to be carried out on weekly basis, every Thursday or as and when necessary. All owners are required to remove their items from the public refrigerator before the clean-out date. Items which are expired / prohibited / not tagged properly will be removed from the public refrigerator. All uncollected and leftover items will be disposed without notification.
 - g. Prohibited items are as follows:
 - i. Alcohol and intoxicating items
 - ii. Controlled substances and illegal drugs
 - iii. Unsealed items such as opened can, bottle et cetera
 - iv. Food or beverage with strong odours such as durian, fermented bean curd et cetera
 - v. Oversized items
 - vi. Expired items
 - h. Violating these guidelines may result in community sentence.
 - i. Stealing is strongly prohibited and will lead to disciplinary and/or legal actions once found guilty.
 - j. The University and its management will not be responsible for damage or theft/loss of any items stored in the public refrigerators.
 - k. The University and its management will not be responsible for any illness, injury or disability, including death, attributable to your physical condition or for the aggravation of such condition caused by consumption or usage of any items stored in the refrigerator.
 - l. The University and its management reserve the right to impose new guidelines and/or amend the existing guidelines from time to time, and such additions and amendments shall be made known to residents accordingly.

V2/0724



XIAMEN UNIVERSITY MALAYSIA

廈門大學馬來西亞分校



14.0 | The English Lounge: Your One-stop Language Hub

Embracing possibilities, empowering individuals

For most of you, XMUM may be the start of an exciting journey gearing you closer to your goals. In every episode of life, we make shifts in the way we think and view the world. These shifts can be reinvigorating and at times, challenging, especially when you have to navigate a totally new learning environment – new faces, new courses, new regulations.

As a support and language training centre, every voice matters. We are committed to helping you ease this transition, and we seek to facilitate language learning through a holistic and interactive experience. Ours is an integrative approach that fosters active learning and appreciation of the language, blending the best of modern technology and media. By seeking to recognize and hear your voice as an individual learner, we hope to design an experience that meets your expectations. We are convinced that in today's global landscape, competence in the English language will help students gain a competitive edge to connect competently and confidently with individuals from diverse communities. With a firm foundation in the language, students are set to thrive and be their best.

At the heart of our core beliefs is that language learning is immersive, and it has to be relevant and real. Students gain fluency, confidence and competence when they begin to appreciate the use of English language in everyday settings. The future of language learning goes beyond the classroom walls. It does not operate on a prescriptive mode but it describes how language is intertwined with our social, academic and professional interactions.

The English Lounge is intended to be a one-stop hub where students from all over the globe connect with each other. In today's evolving landscape, the focus is on a shared experience. The English Lounge serves as an informal platform to immerse students in an English-speaking environment. It is a comfortable, inclusive and safe space where every student can connect, learn, and thrive. It is the place where we suspend judgements and criticisms. It is the space where we embrace imperfections while perfecting your potential and filling in the gaps. Language expands our world, and with language, our windows certainly become bigger, and our lenses clearer.

The English Language Education Centre (ELEC) provides a range of services and courses including the following:

- Test registration for PTE (Pearson Placement Test), IELTS, MUET and Cambridge Linguaskill
- Learn with a Buddy - we pair freshies with senior students who will mentor and help them adapt to the challenges of tertiary education
- Writing on Demand - this provides guidance to students' writing woes
- Mini resource centre - snuggle in our bean bags and transport yourself to another world through our haven of novels and magazines
- Let's Chat - a coffee chatroom where students gather to share and discuss topics of general interest, and to practise interacting in English with students from diverse communities
- Self-directed digital portal - this serves as an extension to language learning
- Prep sessions - students who need help with their test preparation or homework can set an appointment with us
- Enrichment activities - this aims to foster appreciation of English language in everyday settings and to develop greater sensitivity to other cultures and to forge international friendships

With its vibrant design and colours, velvety and vibrant carpet and cosy bean bags, the Lounge is, indeed, a safe and friendly haven to unwind after hours of rigorous lectures and tutorials.

Since the inception of the English Language Education Centre (ELEC) in 2018, the English Lounge is one of our several initiatives, and is committed to providing a dynamic and enriching experience for students. It holds the conviction that language competence sets one apart and ahead in today's global village. By embracing a student-centred approach that focuses on reflective, collaborative and authentic learning, we are confident that graduates of Xiamen University Malaysia will be empowered to be their best, and put the university at the forefront of language learning.

All in all, we trust you will embrace the journey with passion and confidence. Champions do not happen overnight, but where there is confidence, there shall be competence, and when we learn to embrace possibilities, miracles awaken. The true measure of one's capability is not in the string of As, accolades or titles, or the elusive visibility of being in the limelight, but by the quiet strength of our character. The mark of an authentic person is his ability to be himself, and to extend a helping hand or a compassionate ear to someone in doubt or distress. It does not always have to be about grades and exams; education goes beyond that. It is about imparting values and walking the journey with each student, empowering the individual as a person. Our approach is holistic, and we believe the ripples we send out will inspire change, and translate into his personal milestones.

At the end of the day, if we have made someone's path lighter, lifted someone higher, and invested our time in the life of another, then true transformation happens. With each new day, let us rise higher, dream bigger, and love beyond. Let us embrace the future of real language learning!

The language hub is located at B1-G03, and will open from 9am to 6pm, on every weekday. For those who need personalised coaching on language-related matters, our consultation hours are from 2pm to 5pm, Mon, Wed & Fri, and by appointment. You can be sure that your voice matters, and you will feel better than when you first stepped in.

The English Lounge (Room B1 # G03)
Monday to Friday from 9.00am to 6.00pm

Name	Email	Phone
One-Stop Language Hub	eled@xmu.edu.my or jennymaganran@xmu.edu.my	03-8880 5112 017-674 0300



15.0 | Library User's Guide

The library, located in the A3 Building, provides a comprehensive range of collections, spaces, facilities, and services to support the academic and research needs of the university community. It currently holds approximately 80,000 physical books in English, Bahasa Melayu, and Chinese, complemented by a wide array of electronic resources.

15.1 Main Services

The library provides a variety of professional academic support services including:

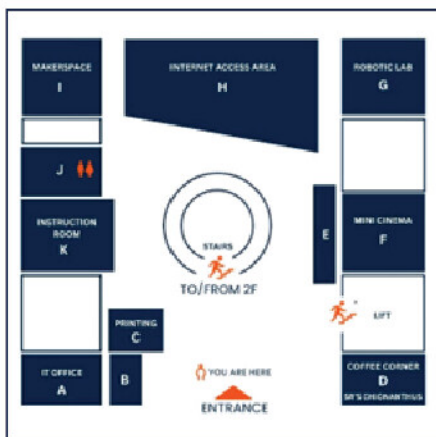
- **Course Reserves:** A dedicated collection of reference books and course-related materials available on the 2nd Floor, supporting teaching and learning activities across various academic disciplines.
- **Circulation Services:** Located at the 2nd Floor, the Circulation Counter provides access to general reference materials and assistance with borrowing services. The area is also equipped with multimedia teaching equipment to support instructional needs.
- **Learning Spaces:** Over 1,200 seating spaces of diverse types are available across the 1st, 2nd, and 3rd Floors, designed to accommodate individual study, group work, and collaborative learning.
- **Creative & Experiential Zones:** The 1st Floor features specialized facilities such as the Makerspace, Innovation Space (Robotic Lab), Mini Cinema, and Instruction Room, promoting hands-on learning and creativity.
- **Self-Service Printing:** Convenient self-printing stations are available on the 1st Floor for students and staff.
- **Digital Access:** Desktop computers with secured network connections provide access to a wide range of digital resources and e-databases on the 1st Floor, facilitating academic research and digital literacy.

15.2 Operation Hours

Day	Operation Hours
Monday to Friday	9:00 AM to 10:00 PM
Saturday and Sunday	9:00 AM to 5:00 PM
Public Holiday	9:00 AM to 5:00 PM *CLOSED on below holidays: New Year's Day, Chinese New Year, Hari Raya Aidilfitri, Labour Day, and Deepavali
Semester Break (Undergraduate)	9:00 AM to 5:00 PM Closed (Saturday, Sunday & Public Holiday)

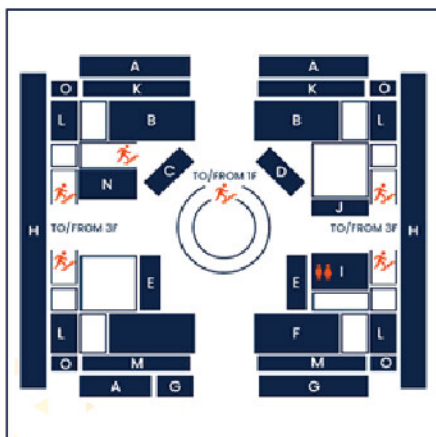
Note: Any changes to the library's operating hours will be announced on the official website at <https://linc.xmu.edu.my>.

15.3 Library Floors Directory (1st Floor to 3rd Floor)



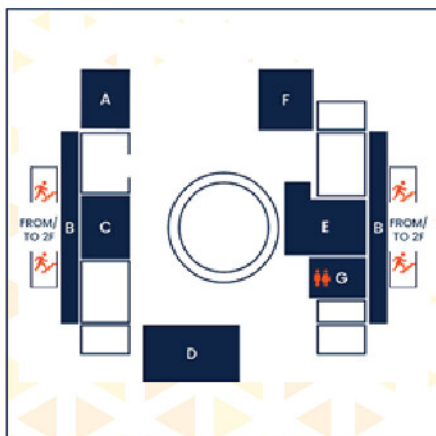
FIRST FLOOR LAYOUT PLAN

- A IT OFFICE
- B IT HELPDESK
- C PRINTING
- D COFFEE / CHIONANTHUS
- E WORK DISPLAY
- F MINI CINEMA
- G ROBOTIC LAB
- H INTERNET ACCESS AREA
- I MAKERSPACE
- J RESTROOM
- K INSTRUCTION ROOM



LEARNING COMMONS (2F)

- A WESTERN BOOKS
- B COURSE RESERVES
- C CURRENT BOOKS
- D CIRCULATION COUNTER
- E ART BOOKS
- F TAN KAH KEE MEMORIAL
- G CHINESE BOOKS
- H GRAND READING CORRIDOR
- I RESTROOM
- J MAGAZINES
- K SILENT STUDY ZONE
- L STUDY ROOM
- M DISCUSSION ROOM
- N LIFT TO G, 2F
- O PHONE ROOM



LEARNING COMMONS (3F)

- A SOUTHEAST ASIA CORNER
- B READING CORRIDOR
- C STUDENT SUCCESS ROOM 1-3
- D TECHNOLOGY COLLECTION
- E MEDICAL COLLECTION
- F SCIENCE COLLECTION
- G RESTROOM

15.4 Lending Policy

- Library materials must not be taken out of the library, unless the loan has been properly recorded in the library system.
- All borrowed items must be returned on or before the due date. Loan durations vary depending on the type of material, as outlined below.

Type of Collections	Status	Loan Period	No. of Items
General Books	Student	30 days	15
	Staff	30 days	10
	Academic Staff	30 days	30
Course Reserves	Student	7 days	3
	Staff		3
	Academic Staff	130 days	5

- E-newspapers and e-magazines are accessible via PressReader and can only be accessed through the campus network.

15.5 Returns

All borrowed books or materials must be returned to the Library's Circulation Counter on or before the due date. Borrowers with overdue items must settle any outstanding fines before they are allowed to borrow again. For details on overdue fines, and charges for damaged or lost items, please refer to the Library's policy at:

<https://linc.xmu.edu.my/fines-report-lost/>

Description	Penalty Charges
Overdue Fines-Book	RM 0.20 per day
Overdue Fines-Course Reserve	RM 0.50 per hour
Book Lost	Book Price *2 + RM30 (Processing Fees)
Damaged	Subject to the library's assessment and justification

* Charges for lost books will be determined based on a price comparison process conducted through e-commerce platforms such as Amazon.com and other relevant sources.

15.6 Reference Services

General reference services are provided such as library catalogue searching (OPAC), database access, e-services via linc.xmu.edu.my/e-services/

15.7 Printing service

Self-service printers located at 1st floor, during library's operation hours.

15.8 E-Resources via Remote Access (webVPN)

Users may retrieve more than 500 million printed items and E-Resources through library's OPAC system.

A list of databases is shown on the webpage at <https://linc.xmu.edu.my/>. Select "E-RESOURCES" and then "Library E-Resources" tab for E-Resource access.

Email librarian@xmu.edu.my or raise an AskA feedback via <https://app.xmu.edu.my/AskA>, if you need further inquiries on E-Resources.

15.9 Library Code of Conduct, Rules and Regulations

The following are the Code of Conduct, General Rules and Regulations which are in place in order to establish a favourable and pleasant learning environment in campus library for all patrons:

15.9.1 Code of Conduct

- Sharing of seats, power points and library materials.
- Respect those studying around you.
- Speak softly at all times.
- Treat everyone with courtesy and be considerate.
- Take care of your own belongings. Unattended items will be removed.

15.9.2 Rules and Regulations

To Do

- All reading materials should be checked out at Library's Circulation Counter before leaving the library.
- Food and beverages are allowed at the A3 1st floor's dedicated library areas only.
- Library common seats are available based on first come, first served basis.
- Keep library space, study rooms, or areas clean and tidy at all time.
- Return the reading materials to the book's trolleys or at the reading tables.
- Wear appropriate attires for the library setting.
- Wear quiet and non-high-heeled footwear to prevent excessive noise and safeguard the library's flooring.
- Show respect to other individuals studying around you.
- Maintain a minimum noise level during conversations.
- Report any occurred accidents immediately to the librarian.

Not to Do

To ensure a respectful, safe, and academically conducive environment for all users, the following actions are strictly prohibited within the library and its facilities:

- **Leaving personal belongings unattended** in any part of the library. The library is not responsible for lost or stolen items.
- **Vandalism** of any library property, including books, equipment, furniture, or the building infrastructure.
- **Accessing illegal websites** or engaging in unauthorized downloading of movies, software, or other digital content using library computers or networks.
- **Rearranging furniture** such as tables and chairs without prior permission from library staff.
- **Bringing food or beverages** into the library, including all study areas.
- **Soliciting donations**, distributing leaflets, or conducting any form of commercial, political, or religious activity within the library premises.
- **Taking photographs, recording videos or audio** of other individuals without their explicit consent.
- **Playing cards or engaging in recreational games** that disrupt the academic environment.
- **Smoking, vaping, or using e-cigarettes** inside the library or surrounding study areas.
- **Engaging in any form of misconduct**, including inappropriate behaviour, sexually explicit acts, or harassment in any form within the library and study rooms.

All users are expected to adhere to the rules stated above and maintain proper conduct at all times. Any violation may result in disciplinary action in accordance with the University's Code of Conduct and relevant regulations.

For further clarification or to report a concern, please contact the Library Help Desk.

15.9.3 General Rooms and Common Learning Space Usage Rules

These rules are applicable for all types of the library's rooms, including Instruction Room, Mini Cinema, Makerspace and common learning areas:

- Use the library room or space only for study and academic purposes. Respect those studying around you.
- Seat reservations are not allowed. For common learning areas, it is based on "first come first served basis", whilst all library rooms will need reservation via the Space Booking System only.
- Keep library space and rooms clean and tidy.
- Food and beverages are not allowed (except bottled plain drinking water).
- Turn off all the lights and closed the door when leaving the library rooms.
- Avoid loud noises and disturbance to others.
- Do not move, remove or add any tables or chairs in the library's rooms. (To find out the maximum occupancy information, do visit Room Types Available)
- Playing of cards, games or watching movies is prohibited.
- Vandalism of library rooms or common learning areas is not allowed.
- Patron who booked the room must be present at the reserved room.

15.9.4 Disciplinary Action on Breach of Library Rules and Regulations or Misconduct

Any patrons found to be in breach of any terms within the Library Rules and Regulations or guilty of misconduct for inappropriate behaviour, librarians reserve the right to restrict patrons from future room booking or subject to disciplinary action if the patrons violate any of the rules and regulations mentioned above.

Disciplinary actions may amount to warning being issued by Student Affairs Office, and/or any compliance needed to be adhered to during the stipulated period of time. Examples of violations of library rules and regulations, misconduct, or actions that may be considered misdemeanours. Refer <https://linc.xmu.edu.my/library-polices/> for more information on the Library's rules and regulations.

Library aims to establish a favorable and pleasant learning environment for all patrons. Library staff members are responsible for enforcing library rules and maintaining order, and they may address and intervene in situations involving inappropriate behaviour, with or without security authority.

Refer more information on Library Policies at <https://linc.xmu.edu.my/> > Guidelines & Policy > Library Policies

15.10 Library Contacts

Name	Email	Website	Phone
Library's Circulation Counter (A3-2nd Floor)	librarian@xmu.edu.my	https://linc.xmu.edu.my/	03-8800 6801

16.0 | IT Services & Facilities

16.1 General Information

You can access the campus network, 24 hours a day while you are within campus areas such as campus hostel, via either Ethernet/LAN or wireless network. However, do note of the following:

- You are prohibited from viewing pornographic websites, downloading unauthorised copyrighted software or content, or pornographic materials from the Internet or engaging in online gambling using campus network.
- User needs to have own accessories such as Ethernet/LAN cables to connect to the campus internet networks.
- Do not attempt to remove, tamper, or interfere with any of the campus computer, printer, cabling, projector, power extension, network devices or other equipment in the classroom, computer laboratory, library, or any other location with equipment provided in campus.

IT Department reserves the rights of campus network access control and monitors any abnormality within the campus network and Internet activities.

16.2 General IT Rules and Regulation Guidelines - IMPORTANT!

- Computer and network facilities are provided primarily for educational use only. Attempts to circumvent accounting systems or to use the computer accounts of others will be treated as forms of attempted theft.
- General rules and regulation concerning the use of computers, services and networks in XMUM are aligned with the Cyberlaw Acts of Malaysia. Breaches of such laws, for example the downloading and sharing of pornographic materials, and unauthorized copying and/or alteration of copyrighted materials, may be treated as misconduct, which could lead to suspension or expulsion from the University, or even legal proceedings.
- All users are expected to abide by the University rules and policies when utilizing any of the campus computer, network, equipment, and facilities. Failure to do so may result in disciplinary action.
- Refer more information on IT Services Policies at <https://linc.xmu.edu.my/> > Guidelines & Policy > IT Services Policies

16.3 IT Services, Quick Guides and Contacts

Refer below for IT quick guides which provide explanation on how user can access to XMUM's IT and Library services and facilities. For detailed instructions, visit <https://linc.xmu.edu.my/> > Services, E-Resources or Technologies sections.

Changing Initial Password for Email



1. Sign in through <https://www.office.com>
2. Enter your campus email account with the initial password provided for first time sign in. Enter your new password and click 'Confirm Password' to change.
3. Click 'Update Password' and sign in again.
4. Visit <https://linc.xmu.edu.my/campus-email/> for more info on Campus Email.

Update your password

You need to update your password because it is the first time you are signing in, or because your password has expired.

@xmumy
Current password
New password
Confirm password

Update password and sign in

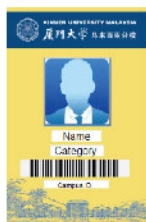
Email and Office365 Cloud Service User Manual



1. Sign in through <https://www.office.com> The campus email system is one of the university's primary official channels for facilitating user communication and disseminating broadcast announcements.
2. After signing in, click on  at the top right corner of the page to customize your email and Office365 settings (change operating system language, time zones, password, menu, and other options). You will see various apps and icons that allow you to access your Email, Calendar, Cloud Storage, Office Online and other applications. You can also click on the  icon for 'Help' options.

Note: Campus email account does not support the desktop MS Office application.

Campus ID & Campus ECard



1. Campus ID is a unique identification card for all campus users (such as Staff or Student).
2. Currently, there are Two different and independent login authentication systems:
 - a) Campus ID Authentication System is used for Moodle, Academic Affairs Online System (AC), AskA System, E-Services portal, XMDrive and other existing systems. To set or reset the password, do visit <https://id.xmu.edu.my/>. The password reset link will be sent to campus email address.
 - b) Central Authentication Service (CAS) is a new authentication system for Academic portal, ASRP system and upcoming new campus application access later. Visit <https://cas.xmu.edu.my/>. For first-time login, use Campus ID as login account and the last six digits of IC/Passport number or passport no (International student) as the password. You will be prompted to change your password immediately after login. (Note: Apple mobile user, do disable your VPN, AdBlocker, Data, iCloud Relay, AdGuard from mobile setting to ensure for smooth connection.)
3. Subsequently, you can use the Campus ID to access these IT facilities and services:
 - Borrow books, door access, discussion rooms booking, and VPN access
 - University learning portal - Moodle, Academic Affairs Online Systems, AskA and student portal etc.
4. Campus E-Card can be used in canteens, supermarkets, and for Library's fine payment.
5. Visit <https://linc.xmu.edu.my/> and select "Technologies -> Campus ID & E-Card" tab for more information on Campus ID & E-Card

WIFI / Wireless Network Connection



1. Connect to campus WIFI as "Student-5G" or "Student" using your Campus ID and password. Student WIFI authentication on campus system access via your Campus ID and password only. So, ensure you are connecting to WIFI using your own account credentials only.

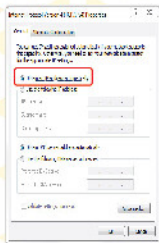
2. To use own wireless router, do seek approval from IT Department.
Note: The WIFI name (SSID) for personal use cannot begin with "XMU" nor using the same SSID names such as Staff, Guest, Student etc.



Wired/LAN Network Connection



1. Connect your computer to the LAN port (see picture).
2. Select 'Network and Internet Setting' > choose 'Obtain an IP address automatically'
3. Wired/LAN connection is recommended for a more stable internet experience.
4. Visit <https://linc.xmu.edu.my/> and select "Technologies -> Network & Connectivity" tab for more information on Network & Connectivity.



Secured Network Access



1. Visit <https://linc.xmu.edu.my/> and select "Network & Connectivity" tab and refer to Secured Network Access (VPN) section for WebVPN, to find out how to connect to XMUM secured network.
2. Sign in with your Campus ID and password. It allows secure remote access to the Library E-Resources of the Main Library of XMU, China. Note that the VPN access is limited for academic and research purposes only.
3. Visit <https://linc.xmu.edu.my/> and select "E-Resources -> Library E-Resources" tab for more information on E-Resources.

Moodle



1. Visit linc.xmu.edu.my to access to Moodle, student can login using Campus ID and password.
2. Select a course to enrol and enter the Enrolment Key provided by the respective course's lecturer.
3. Students can view the course material accordingly.
4. Visit <https://linc.xmu.edu.my/> and select "Services -> Moodle" tab for Moodle information.

Turnitin & Academic Similarity Report Portal (ASRP)



1. Lecturer will set up the course in ASRP, and enroll the student into the course accordingly.
2. Student can login ASRP to view the course created with Turnitin Class ID and Enrollment Key (change daily) for new Turnitin account creation. Student can then login to <https://turnitin.com/> for Turnitin account creation and paper submissions checking using common class subsequently.
3. Visit <http://linc.xmu.edu.my/> and select "Services -> Turnitin" tab for Turnitin information.

AskA



1. Visit <https://linc.xmu.edu.my/> and select "AskA", you can access to AskA if you have a question or feedback to IT or Library department, as well as viewing related Frequently Asked Questions (FAQ).
2. Login to <https://app.xmu.edu.my/> AskA using Campus ID and Password, and submit your question for respective departments with the quick link.

E-Services



1. Visit <https://eservices.xmu.edu.my/>
2. Log in using your Campus ID and password.
3. Visit the above portal for XMUM e-services such as online application, space booking, student helper claims and office documents request etc.

XMDrive



1. Visit <https://box.xmu.edu.my/>
2. Log in using your Campus ID and password.
3. Visit the above URL to access for XMUM Cloud Storage.
Refer <https://linc.xmu.edu.my/online-storage/> for more information.

Book Borrowing at Library



1. Produce Campus Card when you are borrowing library materials.
2. Visit <https://linc.xmu.edu.my/> and select "Services -> Loan & Return" tab for Borrow & Return, to find out more on the borrowing and returning services provided.

For IT access and Library services related enquiries, refer to the below websites or contacts:

AskA - On line Feedback/FAQ

<https://app.xmu.edu.my/AskA>

XMUM Library & IT Services Website

<https://linc.xmu.edu.my/>

Services	Email	Phone	Operation Hours
IT Services - IT Department	it@xmu.edu.my	03-8705 5003 (B1-G09) 03-8705 5014 (A3-1st Floor-103)	Monday - Friday 8.30am to 5.30pm
XMUM CAS/Portal - IT Department	xmumportal@xmu.edu.my	-	-
Library Services - Circulation Counter	librarian@xmu.edu.my	03-8800 6801 (A3-2nd Floor)	Refer Library's Operation Hours at Section 15.2



XIAMEN UNIVERSITY MALAYSIA

廈門大學 馬來西亞分校

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17.0 | Operations and Maintenance Department

17.1 General Services

The Operations and Maintenance Department is responsible for the functionality and wellbeing of Xiamen University Malaysia in terms of outdoor surroundings and indoor building-related facilities as well as providing a safe and secured environment for the staff and students at all times. The purpose of this guide is to explain the services cover by the Operations and Maintenance Department.

17.2 Operation Hours

Date	Time
Weekdays (Monday to Friday)	8.30 am to 5.30 pm After 5.30 pm (Security and Maintenance Only)
Weekends (Saturday & Sunday) and Public Holiday	24 hours (Security Only) 8.30 am to midnight (Maintenance Only)

17.3 Safety and Security

Please be security conscious, keep all doors locked – it only takes seconds for a theft to happen and the security counter is situated and operated at the Ground Floor Level of each hostel block 24 hours daily to provide immediate help and assistance in case of emergency. Every day and night, security is on duty to look after your welfare and to keep you safe. Please treat them with respect. In the event of an accident, security breach or other incident occurring on the premises, please contact Security by calling 019-348 9999 where an accident/ incident form can be completed.

17.3.1 Safety On-Campus and Off-Campus

XMUM strives to create a safe and secure environment within its campus. As a student, you are expected to adhere to the rules and regulations regarding proper conduct and behaviour within the campus compound.

We impose and enforce a blanket **ban on smoking and vaping** in all areas of the campus including the student hostel. It means that you are not allowed to smoke or vape even in your room. The lighting up of incense sticks, candles, firecrackers or fireworks **is not permitted** at all, in any building or area of the campus.

You are advised to be vigilant whenever you venture outside of the campus. You may seek help during an emergency by dialling the 24-hour XMUM Security Hotline (**019-348 9999**).

17.3.2 Parking and Traffic Information

- XMUM is an independent university, and as such, the streets, parking lots, and other areas of the university are private property. The operation and/or parking of any vehicle on XMUM property is a privilege, not a right. The university has the right to regulate the use of motor vehicles on its property for the good and the safety of everyone.

- b) To park a motor cycle/car or any other vehicle on campus in any university parking area, it must be registered with the university and a parking sticker must be properly displayed.
- c) All administrators, faculty and staff members, students, visitors, and outside contractors must register vehicles at the Security house to be driven or parked on campus.
- d) Motorcycles, motor scooters, and mopeds are subject to traffic law regulations.
- e) Abandoned vehicles are subject to towing at the owner's expense unless the owner notifies the Operations & Maintenance Department in writing at the time of the vehicle breakdown.
- f) Vehicle repairs that create a nuisance are not permitted on campus. Any property damage caused by the making of any repairs is the responsibility of the person making such repairs.
- g) The maximum speed on any XMUM driveway or roadway-excluding those owned and managed by the Fire and Rescue Department of Malaysia and Royal Malaysia Police is 30km per hour unless signage indicates otherwise.
- h) Personal vehicles are not allowed to be left on campus overnight unless it is the outcome of approval. In these instances, parking arrangements must be approved by the office of the Operations and Maintenance Department.
- i) All forms of motorized conveyance, such as but not limited to, motorcycles, motor scooters, and mopeds are prohibited from parking or operating on XMUM walkways, sidewalks, or footpaths.
- j) You are not allowed to park in spaces that are designated with a sign for specific use unless it applies to you. Handicap marked spaces, Service Vehicle spaces, and other reserved spaces are in effect 24 hours a day, seven days a week. All other parking spaces are restricted Monday-Friday 8:00am - 6:30pm unless designated otherwise.
- k) Vehicles are subject to being immobilized by the Operations and Maintenance Department of Campus Security officers with a wheel lock/tire clamp designed to prevent a vehicle from being moved and a fine of RM 50 will be imposed to release the wheel lock/clamp. Wheel locks can be used at any time to impound vehicles for offenses including, but not limited to:
 - i. unregistered vehicles
 - ii. park at VIP reserved parking lots
 - iii. park vehicle at NO PARKING ZONE
 - iv. park vehicle at designated with a sign

17.3.3 Fire and Life Safety

- a) If anyone smells smoke or sees fire or smoke, they should immediately activate the fire alarm system to evacuate the building by using the nearest pull station.
- b) Evacuate with all other buildings occupants to the nearest designated evacuation areas (Emergency Assembly Points) and do not use lifts. If it is not safe to use the nearest exit, go to the next nearest available exit.
- c) In addition, on-campus building facilities have prohibitions against the following activities:
 - smoking inside or outside any building facility
 - candles, incenses, oil burners, and/or other open flames devices
 - tampering with or blocking any fire protection equipment
- d) XMUM conducts periodically mandatory fire evacuation drills. The evacuation drills are conducted by activating each fire alarm system in each on-campus student building facility. Evacuation drills are used to familiarize occupants with the building alarm system, emergency exits, and Emergency Assembly Points. Participation of all residents in the relevant buildings is mandatory.

- e) Anyone unnecessarily setting off a fire alarm, tampering with fire exits, and other means of egress may result in immediate university disciplinary action and criminal prosecution. Residents found damaging smoke alarms or fire alarm equipment will be charged for the damages and dealt with judicially. Failure to evacuate a residence hall during a fire alarm is also prohibited and may result in disciplinary action.
- f) Never cover, remove, or tamper with smoke alarms or other fire protection equipment.

17.3.4 Disorderly and Threatening Conduct

As a responsible member of the university community, you must not threaten, intimidate or abuse either physically or verbally any of your peers or any of the academic and non-academic staff of the university. Stern actions such as suspension from study or even expulsion from university will be taken against the culprits.

If you are subjected to any forms of physical or verbal abuse at any time during your study at XMUM, you should not hesitate to report the incidents to the Student Affairs Office. We do not tolerate violent or abusive behaviour among our students and staff.

17.4 Emergency Contact Numbers

Police Station

No.	Location of Police Station	Contact Number
1.	Bandar Baru Salak Tinggi	03-8777 4484
2.	Dengkil	03-8768 6222
3.	Sepang	03-8777 4222

Fire Brigade

No.	Location of Police Station	Contact Number
1.	Sepang	03-3142 1333
2.	Kuala Lumpur International Airport (KLIA)	03-8787 4970



17.5 Maintenance Request

The maintenance team support the University by providing baseline services. Most of the service requests are completed by staff during office hours, Monday to Friday. The services cover:

- General Building Maintenance
- General Electrical Maintenance
- General Air Conditioning & Mechanical Ventilation Maintenance
- Emergency Maintenance After Office Hours (Maintenance Hotline: 017-3135947)

To request maintenance services, kindly follow the workflow below:

MAINTENANCE REQUEST WORKFLOW

STEP 1

Staff/student can log in to <http://app.xmu.edu.my/maintenance> to report of any related defect through online maintenance reporting system.

STEP 2

Maintenance Technician will be assigned to perform defect assessment within the same day report received.

STEP 3

Staff/student can view the defect assessment and repair schedule through the same reporting system.

STEP 4

Maintenance Technician will make good of defect within 3 working days unless the the rectification work require outsource expertise or lack of maintenance parts.

STEP 5

Upon completion of making good of defect, Maintenance Technician will update in the reporting system to notify the end user.

* In case of **EMERGENCY**, please contact **Maintenance Hotline 017-313 5947**

17.6 General Cleaning Services

The cleaners clean all public areas only (lounges/pantry/stairs/classroom/offices and other common areas).

17.7 Contact of the Operations and Maintenance Department

Operations and Maintenance (Room B1 # G13) Monday to Friday from 8.30 am to 5.30 pm		
Name	Email	Phone
Operations & Maintenance Department	xmum.umd@xmu.edu.my	Maintenance Hotline : 017-313 5947 Security Hotline : 019-348 9999

18.0 | Procurement & Asset Management Office

18.1 Sports Facility Management

We have a variety of sports facilities, including indoor and outdoor basketball and badminton courts, outdoor volleyball courts and tennis courts, an Olympic-sized football field, a track, 2 gymnasiums, a table tennis room, an Olympic-sized swimming pool, a yoga room, etc.

Currently, all of the facilities above are exclusively for staff and students of XMUM only.

Sport facilities - Operation Hours

Facility	Day	Time
Gymnasium	Monday to Sunday	8:00am to 10:00pm
Swimming pool	Tuesday to Sunday *closed on Monday and Public Holiday(s)	4:00pm to 10:00pm
Outdoor court	Monday to Sunday	8:30am to 10:30pm
Indoor court	Monday to Sunday	8:30am to 10:30pm

** Note: All hours are subject to change.

XMUM Swimming Pool Rules & Regulations

1. The swimming pool is exclusively for staff and students of XMUM only.
2. No person shall use the pool unless it is officially open and lifeguard is on duty. All persons using the pool or pool area do so at their own risk and sole responsibility. XMUM assumes no responsibility for accident, injury or damage resulting from such use.
3. Proper swimming attire must be worn at all times. No street clothes are permitted in the pool.
4. Food and drinks are NOT allowed inside the pool enclosure.
5. Pets are not allowed in the pool area.
6. Any person with an infectious or communicable disease is prohibited from using the pool.
7. All individuals using the swimming pool must take a shower before entering the pool.
8. All children and non-swimmers must be accompanied by the parents or a responsible adult. Non-swimmers of any age must not enter the deep area of the pool.
9. Persons having open blisters, cuts, etc. are advised not to use the pool.
10. Running, boisterous or rough play or excessive noise is forbidden in the pool area, showers or changing rooms.
11. Spitting, spouting water, blowing the nose or discharging bodily wastes in the pool is strictly prohibited.
12. Users are responsible for their own property and safety.

18.2 Cafeterias

XMUM cafeterias offer a variety of food. There are different vendors selling different types of food, catering to the different needs of students. For inquiries, you may contact us as below:

- Mr. Zach Yap, 03-8705 5377 (Excluding weekends and public holidays)
- Ms. Qiu Ting, 03-8705 5160 (Excluding weekends and public holidays)

XMUM Cafeteria Rules and Regulations

- For Muslim (pork-free) or non-Muslim foods, please return the used tableware and utensils to their respective assigned areas after your meal.
- After your meal, do not throw the used tableware into the dustbin or take the utensils out of the cafeteria.
- Do not allow any cooking activities in the cafeteria dining area.
- Do not feed or bring any cats or pets into the cafeteria.
- Maintain good table manners and practice good hygiene.

Feedback Channel

Canteen Inquiry Email



For detailed feedback, please email us directly at canteen.inquiry@xmu.edu.my. This channel allows for an in-depth discussion and easy follow-up on specific issues.

Feedback QR Code (AskA)



Provide feedback by scanning the QR code available in the cafeteria. This will direct you to our online feedback form.

Feedback Counter (Anonymous Book)



Write your feedback in the book located at the feedback counter in the cafeteria. Your anonymity is guaranteed, encouraging honest and open communication.

18.3 Self-service Laundry

Laundry Room Etiquette

- Please be mindful of the time usage and promptly collect the clothes once the washing/drying process is completed.
- Please help maintain a clean and welcoming environment by ensuring the area is tidy after use.
- No shoes, floor mats, or flammable items are allowed in washers or dryers.
- No pets are allowed in laundry rooms.

Contact of Laundry Careline and Student Affairs Office

If you encounter any issues or have suggestions for improvement, please feel free to contact the customer careline for swift assistance:

Customer Careline		
	Name	Phone
1.	Ibu Sayang	03-2770 0100
2.	Happy Wash	016-394 8418

Alternatively, you can report issues to Student Affairs as below:

Student Affairs Office (Room B1 # 107) Monday to Friday from 8.30am to 5.30pm		
Name	Email	Phone
Student Helpdesk	studentaffairs@xmu.edu.my	03-8705 5166 03-8800 6911 03-8800 6924

18.4 Venue and Asset Request

Please refer to ECA or Programme advisor's guideline for venue booking as well as asset request.

A student may hold financial responsibility for damage to any part of the facilities and asset of university if the student, or guest of the event is found to be directly or indirectly involved in said damage.

XMUM reserves the right to impose new rules and/or amend the existing rules in relation to the facilities from time to time, and such additions and amendments shall be made known to residents accordingly.

Campus hotlines during emergency:

No.	Hotline	Tel No.
1.	XMUM Emergency Helpline	019-348 9999
2.	Pool Lifeguard	012-584 6405

18.5 Medical Services

1) On-Campus Clinic

The Clinic is operated by Plux Health Clinic, an independent health provider, whereby a fee will be charged for consultations.

If required, the clinic is also able to dispense medicines and arrange for laboratory tests.

Location	B1-G11
Monday to Sunday	Nurse (SRN) : 24 HOURS Doctor : 9am to 5pm
Selangor Public Holiday	Nurse (SRN) : 24 HOURS (Doctor not Available)

2) Off-Campus Medical Care

Hospital / Clinic	Address & Contact Number	Working Hours
01. Klinik Famili Kong	Lot 84, Jalan Besar Dengkil, 43800 Dengkil, Selangor. Tel: 03-8768 9212	Monday to Saturday 9am to 1pm ; 2pm to 9pm Sunday 9am to 2pm
02. Klinik Fuziah	60, Jalan Warisan Megah 1/4, Kota Warisan, 43900 Sepang, Selangor. Tel: 03-8706 4258	Monday to Friday 8.30am to 9.30pm Saturday and Sunday 8.30am to 1pm ; 4pm to 9.30pm

Hospital / Clinic	Address & Contact Number	Working Hours
03. Hospital Putrajaya	Jalan P9, Pusat Pentabiran Kerajaan Persekutuan Presint 7, 62000 Putrajaya. Tel: 03-8312 4200	24 Hours
04. Hospital Serdang	Jalan Puchong, 43000 Kajang, Selangor. Tel: 03-8947 5555	24 Hours
05. Klinik Pergigian Warisan (Dentist)	No. 12-1, Jalan Gemilang, Pusat Perniagaan Gemilang, Kota Warisan, 43900 Sepang, Selangor. Tel: 011-1096 9603	Monday to Saturday 9.00am to 9.30pm
06. Aurelius Hospital Nilai	PT13717, Jalan BBN 2/1, 71800 Nilai, Negeri Sembilan. Tel: 06-850 5000 / 06-850 0799	24 Hours
07. Klinik Utama 24 JAM Kota Warisan	39-G & 40-G, Arena Xchange, Warisan Puteri, Kota Warisan, 43900 Sepang, Selangor. Tel: 012-922 3242	24 Hours
08. Klinik Anda 24 JAM Kota Warisan	KIP Sentral, G-55, Jalan Warisan Sentral 1, Kota Warisan, 43900 Sepang, Selangor. Tel: 013-710 7055	24 Hours
09. Klinik Maria Putrajaya	Kota Warisan, 43900 Sepang, Selangor. Tel: 03-8705 1292	Monday to Saturday 9am to 1pm ; 2pm to 9pm Sunday 9am to 2pm
10. Klinik Syamsul	No.28, Jalan Warisan Megah 1/4, Kota Warisan, 43900 Sepang, Selangor. Tel: 03-8705 1292	Monday to Saturday 9am to 1pm ; 2pm to 9pm Sunday 9am to 2pm
11. Klinik Mumtaz	14, Jalan Warisan Megah 1/4, Kota Warisan, 43900 Sepang, Selangor. Tel: 010-369 4998	Monday to Saturday 9am to 1pm ; 2pm to 9pm Sunday 9am to 2pm
12. Sunsuria Medical Clinic	S-G-03, Ground Floor, Bell Avenue, 1, Jalan Sunsuria, Bandar Sunsuria, 43900 Sepang, Selangor. Tel: 019-260 9177	Monday to Saturday 9am to 1pm ; 2pm to 9pm Sunday 9am to 2pm
13. Klinik Keluarga, Raman's Family Clinic	5, Jalan Warisan Megah 1/5, Kota Warisan, 43900 Sepang, Selangor. Tel: 017-307 0014	Monday to Saturday 9am to 1pm ; 2pm to 9pm Sunday 9am to 2pm
14. Hospital Cyberjaya	Persiaran Sepang, Cyber 11, 63000 Sepang, Selangor. Tel: 03-8873 3500	24 Hours



XIAMEN UNIVERSITY MALAYSIA
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An aerial photograph of the Xiamen University Malaysia campus. The image shows several large, multi-story buildings with traditional Chinese architectural features, including red-tiled roofs and white walls. The campus is surrounded by lush greenery, including trees and a large body of water. In the background, a city skyline is visible under a blue sky with some clouds. A blue diagonal banner is overlaid on the left side of the image, containing contact information.

CONTACT

MALAYSIA CAMPUS

Jalan Sunsuria,
Bandar Sunsuria, 43900 Sepang,
Selangor Darul Ehsan,
Malaysia.

+03-8800 6800

(General Enquiries)

+03-7610 2079

(Course / Enrollment Enquiries)

www.xmu.edu.my