



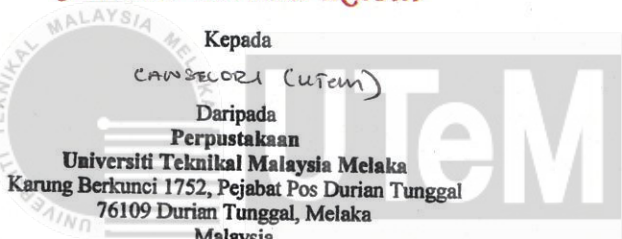
UNIVERSITI TEKNIKAL MALAYSIA MELAKA

INTERNATIONAL STUDENT GUIDEBOOK

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Jutaan Terima Kasih



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International student guidebook : Universiti Teknikal
Malaysia Melaka / Canselori, Universiti Teknikal Malaysia
Melaka.



INTERNATIONAL STUDENT GUIDEBOOK

UNIVERSITI TEKNIKAL MALAYSIA MELAKA

UNIVERSITI TEKNIKAL MALAYSIA MELAKA





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UNIVERSITI TEKNIKAL MALAYSIA MELAKA



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WELCOME TO UNIVERSITI TEKNIKAL MALAYSIA MELAKA (UTeM)

Welcome to Universiti Teknikal Malaysia Melaka (UTeM) — the place where your great technical career begins. As the first technical university in Malaysia, we strongly believe that there are enormous opportunities that you can explore with us.

This brochure is created to bring together information that will be useful to all potential international students. Many of the pages have been written especially for you, while some of the links will point you to external information which we hope will be useful to you.

UTeM's main focus lies in the technical fields of engineering, information communication technology (ICT) and entrepreneurship. We are specialized in four engineering fields namely electrical engineering, electronics & computer engineering, manufacturing engineering and mechanical engineering.

We aim to be unique from other universities by adopting the “practice and application-oriented” teaching and learning method. Adopting this method means that the interaction between our lecturers and students becomes more frequent, thus increasing the students’ level of understanding of the subject being taught.

Our students are also exposed to the actual working environments as our laboratories and workshops are equipped with the latest technologies. Most of their time will be spent doing assignments and projects based on the problems of the industry. This is in line with our view that in order to produce highly qualified technical graduates possessing global outlook, competency and holistic as their main attributes, a conducive, stimulating and suitable teaching and learning environment must be present.

I urge you to grab this wonderful opportunity to grow with us and at the same time help to contribute to the society and the nation.

Thank you.



Professor Datuk Dr. Ahmad Yusoff bin Hassan
Vice Chancellor
UTeM





UTeM At A Glance

- **Vision**
“ To Be One Of The World’s Leading Innovative and Creative Technical University ”.
- **Mission**
“ To Produce Highly Competent Professionals Through Quality and World Class Technical University Education Based on Application-Oriented Teaching, Learning and Research With Smart University-Industry Partnership In Line With National Aspirations ”.
- **Motto**
“ Excellence Through Competency ”.



UTeM was formerly known as KUTKM and was established on 1 December 2000 as the 14th Public Institution of Higher Learning (IPTA) and the first technical university in Malaysia. After the re-branding, it is now known as UTeM commencing 1 February 2007.

UTeM is composed of 2 campuses; Main Campus and City Campus. The Main Campus is located at Durian Tunggal, Alor Gajah, Melaka. Whilst, the City Campus is located in the middle of the Melaka City as its name explained.

UTeM has 6 faculties namely Faculty of Electrical Engineering, Faculty of Electronics & Computer Engineering, Faculty of Mechanical Engineering, Faculty of Manufacturing Engineering, Faculty of Information & Communication Technology and Faculty of Technology Management & Technopreneurship. There are 5 academic centres being the Centre for Languages & Human Development, Centre for Graduate Studies, Centre for Teaching & Learning, Centre for Continuous Learning and Centre for Research & Innovation Management.

The University which is the pioneer in the use of the “practice & application oriented” teaching and learning method for technical education in Malaysia offers academic programmes at Diploma, Bachelor, Masters & PhD levels. The university aims to produce professionals who are not only highly qualified and technically competent but are also highly skilful and efficient. This is in accordance with the government’s decision to cater for the human resource needs of the industries.

The academic programmes offered are conducted in a way where equal emphasis is given to theoretical and practical aspects of the disciplines. The teaching and learning approach adopted involves;

- Competency development
- Action-based learning
- Simulation of real situations and problems
- Solving industry related problems



Campus Life



Main Campus

UTeM's Main Campus is situated at Durian Tunggal, Alor Gajah, Melaka. It is strategically located 3 minutes from the North-South Highway, Ayer Keroh Toll Plaza. It is approximately 1 hour by road from the Kuala Lumpur International Airport (KLIA).



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City Campus

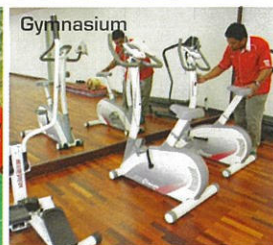
A new branch of UTeM was opened at Jalan Hang Tuah, Melaka commencing July 2007 and comprises of three main buildings. Situated in the heart of Melaka Town, the City Campus locates the Faculty of Technology Management & Technopreneurship



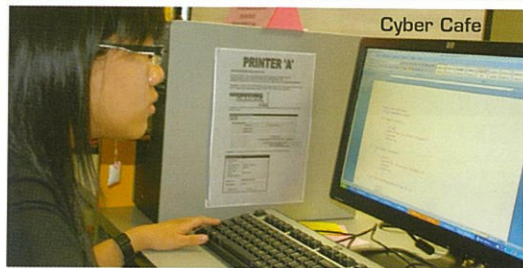
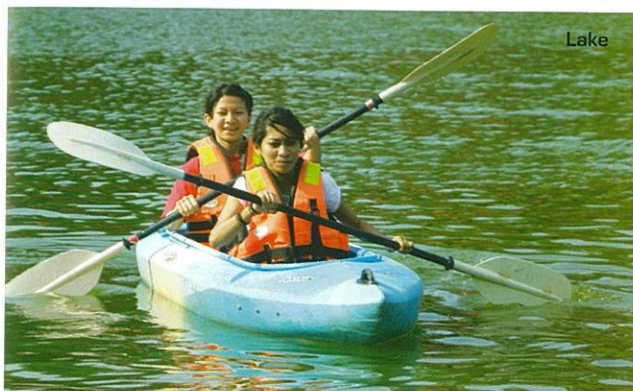
Facilities



Sports Complex



Facilities



Practical and Research Laboratories



Student Activities

Career Workshop



Sports



Orchestra



ECO Challenge



Seminar





About MALAYSIA



Malaysia has 13 states, 11 on the Peninsular Malaysia (West Malaysia) and 2, Sabah and Sarawak, on the island of Borneo (East Malaysia). The capital city is Kuala Lumpur. Putrajaya is the new administrative centre, which is approximately 30 minutes away from the capital. The Malaysian unit of currency is the Ringgit Malaysia (RM).

Malaysia has an equatorial climate with general temperatures ranging from 21°C to 32°C. The climate is very strongly influenced by the Northeast and the Southwest Monsoon. The mean annual rainfall is approximately 267 cm.

The Malays and the indigenous groups make up approximately 60% of the total population while the Chinese and the Indians make up 30% and 8% respectively. The balance is a melting pot of other races and cultures. The official religion is Islam. However, one can practice one's religion freely. Bahasa Malaysia is the official language but English is widely spoken. Mandarin, Tamil and Punjabi, besides other languages, are also spoken in Malaysia.





MELAKA as World Heritage City

Melaka, a quiet seaside city has impressed visitors as the place where the history of Malaysia began. Founded around 15th Century, Melaka is rich in history and many relics of the past. Dubbed as The Historical State, Melaka is the third smallest Malaysian state, after Perlis and Penang. It is located in the southern region of the Malay Peninsula, on the Straits of Melaka. It borders Negeri Sembilan to the north and the state of Johor to the south. The state's capital is Melaka Town. Located about 150 kilometres to the south of Kuala Lumpur and 245 km north of Singapore, Melaka seems to be strategically linked between two national capitals (Malaysia and Singapore respectively).

Tourism is the most important sector in the state economy. Melaka has adopted as its slogan, "Visiting Melaka Means Visiting Malaysia" ("Melawat Melaka Bererti Melawat Malaysia"). It is rich in cultural heritage and bears several places of historical interest.



Apart from tourism, Melaka is also a manufacturing centre for products ranging from food and consumer products, through high-tech electronics and automotive components. There are at least 23 industrial estates that houses some 500 factories from the United States, Germany, Japan, Taiwan and Singapore.

The Portuguese and Chinese influences are visible in the city's structure and society such as the microculture of the Baba-Nyonya in Melaka.



Visas & Passes

What is “Visa”

A “visa” grants permission to enter a foreign country. Ordinarily this is signified by a stamp in the traveller’s passport. In Malaysia, the final permission to enter the country is based on the decision of the Immigration Officer at the point of entry.

What is “Student Pass”

A Student Pass is an approval document issued by the Immigration Department of Malaysia for a foreigner to be in Malaysia for education purposes. Student pass is a compulsory document for full time international students including students participating in exchange program and visiting program for the duration of more than 2 months.

All international students are required to apply for student pass for purpose of their study at UTeM. Applications for student passes (study visas) for international students are made by UTeM through its International Office with the Malaysian Immigration Department in Melaka. The documents needed are :

- 2 copies of all pages of the passport
- 4 passport-sized photographs against white background
- Payment of RM 100.00 (subject to change)
- Offer Letter

These payments are to be paid to the International Office during the orientation week.

Extending your Student Pass

It is your responsibility to maintain your legal status at all times while you are in Malaysia. Students who allow their visa/student pass to expire are considered as “overstayers”. In this case, the student’s ability to enter Malaysia in the future may be affected.

International students are required to submit application to extend student pass **one month** before expiry date to UTeM’s International Office.



Fees

The following are the summary of the fee structure for the programmes offered at UTeM, Since the fees are charged in the Malaysian Ringgit, the actual amount you pay in USD will vary, subject to the fluctuation of the exchange rate. The amounts stated in the tables are based on USD1.00 = RM3.50.

BACHELOR PROGRAMME

FEES	RM	USD
Fees for the First Year	8,548.00	2,442.00
Total Fees for subsequent 3 years	23,950.00	6,843.00
TOTAL	32,498.00	9,285.00

POST GRADUATE PROGRAMMES

FEES	RM	USD
By Research	PhD	29,628.00
	MSc	10,417.00
By Taught Course & Mixed Mode	Master of Electrical Engineering	11,800.00
	Master of Electronic Engineering	
	Master of Manufacturing Engineering	
Master of Business Administration		21,094.00
		6,078.00



Academic Calendar

The academic year consists of 2 regular semesters and 1 Special semester.

Semester I

Lectures (Part One)
Mid Semester Break
Lectures (Part Two)
Lectures (Part Three)
Revision Week
Examination
Semester Break



6 weeks
1 week
4 weeks
4 weeks
1 week
2 weeks
6 weeks

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Semester II

Lectures (Part One)
Mid Semester Break
Lectures (Part Two)
Examination
Semester Break

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4 weeks
1 week
10 weeks
3 weeks
8 weeks

Special Semester

Lectures & Examination

8 weeks



Accommodation



Students Hostels

UTeM provides On-Campus accommodation to its students in three residential colleges/ hostels with complete facilities. There are different hostels for women and men. Men are not allowed to visit the hostels for women, and vice-versa. Overnight visitors are not allowed but your friends are welcome to visit you at daytime. There should be silence after 12 midnight and all the residents are required to return to their hostels by that time.

Off-Campus Accommodation

If you prefer staying outside the campus, please make sure you are clear about all the costs involved in your housing arrangements. Usually, water and electricity bills are not included in the rent. Be also prepared for paying deposit, usually worth of one month rent. Electricity is costly in Malaysia, so do not leave lights or air conditioning on when leaving the house.



HOUSING TYPE	TYPICAL RENTAL
Bungalow	USD 400
Semi-detached	USD 300
Double storey terrace	USD 250
Single storey terrace	USD 200
Apartment	USD 150



Hotels

In case you need a hotel accommodation during your stay for yourself or for your guests, hotels that are nearest to UTeM are :

MITC Ancasa Hotel

Jalan Food City,
Melaka International Trade Centre (MITC),
Ayer Keroh, 75450 Melaka.
Tel : +606-2 31 7808

Puteri Resort

Jalan Puteri Resort 1,
75450 Ayer Keroh, Melaka
Tel : +606-232 3333

Sri Warisan Resort

Lebuah Ayer Keroh,
75450 Melaka
Tel : +606-231 6050

Hotel Seri Malaysia

Lot PT 12332, Lebuah Ayer Keroh,
75450 Melaka
Tel : +606-232 8460

King's Sherwood Hotel & Apartment

No. 30, Lebuah Ayer Keroh,
75450 Melaka
Tel : +606-231 3899

Hotels in Melaka Town area includes :

Renaissance Melaka Hotel

Jalan Bendahara,
75100 Melaka
Tel : +606-284 8888

The Bayview Hotel Melaka

Jalan Bendahara,
75100 Melaka
Tel : +606-283 9888

Hotel Equatorial Melaka

Bandar Hilir, 75000 Melaka
Tel : +606-282 8333

Mahkota Hotel Melaka

Jalan Merdeka,
75000 Melaka
Tel : +606-281 2828

Holiday Inn Melaka

Jalan Syed Abdul Aziz,
75000 Melaka
Tel : +606-285 9000

Hotel Seri Costa

Jalan PM 8, Plaza Mahkota,
75000 Melaka
Tel : +606-281 6666

Hotel Grand Continental

No. 20, Jalan Tun Sri Lanang,
75100 Melaka
Tel : +606-284 0088

The Majestic Melaka

188, Jalan Bunga Raya,
75100 Melaka
Tel : +606-289 8000

Avilion Legacy Melaka

146, Jalan Hang Tuah,
75300 Melaka
Tel : +606-281 6868



Maintenance and Living Expenses

Estimated Living Expenses

Living expenses vary according to individuals. The following is an estimated budget for single stay which includes essential expenses:

Rent	USD 40.00 to USD 150.00 per month
Utilities	USD 20.00 per month
Meals	USD 100.00 to USD 200.00 per month
Transport	USD 30.00 to 50.00 per month
Books	USD 150.00 per year

Getting Around



UTeM provides 18 buses for the use of its students and staff. These buses ships the students between hostels and campuses.

Getting around Melaka by bus is easy and relatively cheap. The terminal for city busses is at the Melaka Sentral. The local busses do not have accurate schedule, and usually the bus leaves when its full. During the daytime the busses run frequently, but be prepared for waiting towards the evening. Most public transportation finishes around 10 pm and starts again around 6am.



You might see yellow busses with the text “Sekolah” passing a bus stop without stopping. These busses are for children’s school transportation and will not, therefore, take other passengers. The same applies to some blue busses that have the text “Kilang”, which take the factory workers to their workplace.

Taxis

There are several taxi operators in Melaka. Some of them operate only during certain hours, some serve 24 hours a day. You can either book a taxi in advance or stop a passing one. During Friday and Saturday nights taxis are busy, so consider make a booking in advance.

Medical Care

All registered students are eligible for medical services at Student’s Clinic which operates from 8.15 am to 7.00 pm Monday to Friday. As for Saturday, it operates from 8.15 am to 1.00 pm and close on Sunday.

Health services are also available from appointed panel clinics within close proximity of the campuses.

Clothing

Light clothing is appropriate for equatorial climate in Malaysia. All students are required to adhere the dress etiquette of UTeM in the campus.



Food



Malaysia has huge variety of cuisines and food is available basically everywhere. However, for those who prefer their diet without animal products it might be challenging to diverse nourishment. This is because usually fish oil or shrimp paste is used for cooking the vegetables. You are likely to find chili with other hot spices in your meal unless you request for non-spicy serve.



Money and Banking

The Malaysian currency is the ringgit (RM) and sen, though people often refer to the currency as dollars and cents. A hundred sen make up one ringgit. Coins come in 5, 10, 20 50 sen. Notes in circulation are RM1, RM5, RM10, RM50, and RM100. There are also notes for RM500 denominations but they are rarely seen in normal transactions.

Be sure to carry plenty of small bills with you, as many shops and small businesses cannot give change for notes bigger than RM50. Usually, they do not accept credit card either. You can change currency and travellers checks at the banks and money changers. The commissions and exchange rates vary so do comparisons and use only the authorized money changers.

Banking hours are :

Monday — Friday 9.30 am — 4.00 pm
Saturday (in most states) 9.30 am — 12.00 pm
Closed on Sunday and public holidays.

If you wish to open a local bank account, do inform the International Office and we will assist you. Be sure to bring your passport together with the offer letter with you.



Shopping



There are several shopping complexes in Melaka, with a wide variety of services. The stores at the shopping centres open usually after 10 am and close between 8pm to 10pm. The most stores that open seven days a week, are:

Jaya Jusco

Melaka Mall

Mahkota Parade

Dataran Pahlawan Mall

Tesco

Giant Hypermarket

Carrefour



Children Education

For post graduate students, International Schools are available for their children.

Melaka International School

Melaka International School (MIS) commenced in 1993 to cater to the expatriate population of the state of Melaka. We have international students for both primary and secondary levels from 17 countries namely Korea, India, Japan, Iraq, United Kingdom, United States, Australia, Philippines, Singapore, Taiwan, Pakistan, Germany, Sri Lanka, Algeria, Canada and Malaysia. Our academic staff members are drawn from the international arena as well. They are recruited from all over the world. Students are prepared for the University of Cambridge IGCSE 'O' and 'A' level Exam.

Address Lot 363 Taman Siantan,
Kampung Lapan,
75200 Melaka,
Malaysia

Telephone +606-3368781/4/5
Fax +606-3368789
Website www.mis.edu.my

Melaka Expatriate School

The Malacca Expatriate School is a fully registered primary school with over 20 years of experience in educating expatriate children. It offers the highest quality primary education based on sound educational principles. The Malacca Expatriate School provides a warm, friendly, close knit community. Students benefit from a high level of individual attention because of low student to teacher ratio. The school actively encourages its pupils to develop as confident individuals with strengths across and beyond the academic curriculum. Activities such as school excursions, family day, school concerts and drama productions help to foster cooperation and team spirit.

Address 2443-C Jalan Batang Tiga
76400 Tanjung Kling,
Melaka, Malaysia

Telephone & Fax +606-315-4970
Website www.meschool.virtualave.net



Norms and Habits

Like in every country, there are certain Do's and Don'ts in Malaysia as well. Knowing these norms helps you to understand the prevailing behaviour better.

Animals

Muslims avoid dogs for religious reasons, where as in some Chinese societies dogs are associated with bad luck. Another animal that is taboo for Muslims is a pig. Therefore, pork is not served in Muslim restaurants. Unlike Muslims, Chinese might serve pig as a special treat. For the Indians, they do not take beef in their food.

Gestures

There are some gestures that should be avoided. Pointing with your forefinger is considered rude, so rather use your full hand. Use only your right hand for giving and receiving something. The use of left hand is rude because it is used for washing after going to the toilet. For the same reason only right hand is used if eating with fingers.

Patting someone on the head is another gesture to avoid, as it is offensive despite the person's age or sex. Shaking hands is a common habit in urban areas, whereas in rural Muslim areas, a smile instead of a handshake might be used. In Muslim societies it is considered inappropriate for men and women to touch hands and therefore your outstretched hand might be ignored.

Saving Face

The concept of saving face, i.e. preserving person's dignity, is very important among Malaysians. It is considered very rude to break the norms as it makes other people feel uncomfortable and embarrassed.



Entering a sacred place

Entering a mosque, temple, or any other sacred place should be done with consideration. Remove your shoes (even if there are no signs) and please keep it quite, as most likely there are people praying or conducting religious ceremonies. Often, at least in some parts of the temples and mosques, photographing is forbidden. Your arms and legs should be covered, and for women to visit a mosque also a headscarf is needed. Women are not allowed to enter the mosque during menstruation, and certain hours on Fridays are meant only for men. The prayers on Friday afternoon last for longer time than on other days, and most mosques will be packed then. This might caused traffic jams and some Muslim operated businesses might be closed too.

Handshakes

Although handshakes are generally acceptable for both men and women, some Muslim ladies may acknowledge introductions to gentlemen by merely nodding and smiling. A handshake should only be initiated by ladies.

Shoes

Shoes must always be removed when entering a Malaysian home. Shoes must be removed when entering places of worship such as mosques and temples. Some mosques provide robes and scarves for female visitors. Taking photographs at places of worship is usually permitted but always ask for permission beforehand.

Language and religion

The official language is Bahasa Melayu though English is widely spoken. Chinese dialects, Indian dialects and indigenous languages are also used.

Though the official religion is Islam, other religions are widely practiced. Hinduism, Buddhism, Christianity are only few of the religions in Malaysia.

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UNIVERSITI TEKNIKAL MALAYSIA MELAKA



Important Names and Addresses

Academic Development & International Division,

Chancellery,

Universiti Teknikal Malaysia Melaka

Locked Bag No. 1752,

Durian Tunggal Post Office,

76109 Durian Tunggal,

Melaka



For inquiries, please call :

Mr Mohd Azmi Mat Said +606.331 6256

Ms Sharifah Nurul Faridah Syed Abu Bakar +606.331 6257

Mr Noorazman Mansor +606.331 6306

Facsimile +606.331 6261

Email bpaa@utem.edu.my

Office hours :

Monday — Thursday

8.00am — 1.00pm

2.00pm — 5.00pm

Friday

8.00am — 12.15pm

2.45pm — 5.00pm





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