University of Reading
MALAYSIA

STUDENT HANDBOOK

Your **guide** to the University of Reading Malaysia

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PROVOSTS' WELCOME MESSAGE

Professor May Tan-Mullins

Provost and CEO

Professor May Tan-Mullins is a political ecologist and passionate advocate for sustainability. Prior to assuming her current role as Provost and CEO of the University of Reading Malaysia, she held leadership positions at various higher education institutions, including James Cook University Singapore and the University of Nottingham Ningbo China (UNNC). Her previous roles encompassed a wide range of academic and administrative responsibilities, including Dean International, Chief Sustainability Officer, Vice Provost of Teaching and Learning, Associate Provost for Global Engagement, Dean of Graduate School, and Director of the Institute of Asia and Pacific Studies.

As a Professor of Sustainability, Professor Tan-Mullins' research interests span the political ecology of rising China, environmental and energy justice, poverty alleviation, and building resilience for marginalized communities against climate change. Leveraging her expertise in international development and human security, she has provided consultancy services to organizations such as the UNDP, the National Bureau of Asian Research, the Revenue Watch Institute, and the Chinese government.

Professor Tan-Mullins has been honoured with multiple provincial and municipal awards from the Chinese government and the prestigious Rockefeller Bellagio writing residency. Her recent research projects, in collaboration with the University of Nottingham UK and the University of the Philippines, have focused on poverty alleviation in post-Typhoon Yolanda (ESRC-DFID, 2015-2018) and the political effects of infrastructure projects in Asia (Research Council of Norway, 2022-2025). She has also provided extensive training to senior leaders of Chinese enterprises on corporate social responsibility, sustainability, and risk mitigation strategies for Belt and Road Initiative projects.

EVERYTHING TO HELP YOU GET STARTED

WELCOME WEEK

Welcome Week has been designed to get you started at the University. You will receive essential information, learn how to find your way around, make new friends, obtain information about your programme and meet key members of staff. This is to help you embark on your studies at UoRM and guide you to success.

ONLINE ENROLMENT

The University asks every student to complete an enrolment process in order to:

- Confirm or correct your personal details
- Provide us with your contact details
- Verify your academic details

The enrolment process is to be completed online using the RISIS student portal.

RISIS is the University's central student database and is used to maintain information about you, your academic pathways and your progress throughout your time at UORM.

Enrolling and keeping RISIS up to date is essential to access other University facilities and systems. By completing online enrolment, you will be able to activate and collect your username, gain access to Blackboard Learn and the Learning Resource Centre, receive a University email address and access Wi-Fi on campus. You can complete the online enrolment process from any computer that is connected to the internet, anywhere in the world; and you can work through the process in stages, stopping and re-starting as you please.

Step-by-step instructions will be provided during Welcome Week. If you have any difficulties with the registration process, please immediately contact the Admissions team located in Room N1.07.

BLACKBOARD LEARN

Blackboard Learn is our web-based virtual learning environment. It is used to provide you with access to online learning, information and activities for your academic programmes and modules. You will also use it to submit your coursework electronically and keep up to date with University announcements. You can access Blackboard Learn online at ***www.bb.reading.ac.uk*** and download it free of charge on your smartphone, laptop and tablet.

MODULE ENROLMENT

When you meet your lecturers during Welcome Week, you will get information and a Handbook on the relevant modules for your programme to help you decide which ones to choose. Module enrolment is essential to studying with us and should be done once the general enrolment process is complete. Module Enrolment is done through the RISIS web portal and is available until the end of the 3rd week of your first term. RISIS is directly linked to Blackboard Learn, so if you make any mistakes, you will be able to spot them when you use Blackboard Learn.

YOUR PERSONAL RECORD

You can access all your personal information on the Student Portal, including your schedule and examination timetable. It is essential that you keep your details updated in order to ensure you can be contacted: ***https://www.risisweb.reading.ac.uk***

CAMPUS OPENING TIMES

The campus is generally open from Monday to Friday; 8:30 am – 5:30 pm and closed on Saturday, Sunday, and Public Holidays.

Campus Closures 2026 in addition to the National Public Holidays

· 17-18 Feb 2026: Chinese New Year
· 21-22 Mar 2026: Hari Raya Aidilfitri
· 8 Nov 2026: Deepavali -> Replacement Holiday 9 Nov 2026
· 25 Dec 2026: Christmas

Details of this are available at ***https://www.reading.edu.my/term-dates***

YOUR CAMPUS CARD

Your campus card will identify you as a fully enrolled UORM student. During Welcome Week we will take your picture for your campus card, which can then be used to:

· Borrow or return books at the Learning
· Resource Centre (LRC)
· Confirm your identity during examinations
· Access printers on campus
· Enter and exit the University

Please keep your card with you at all times. If you lose your card, first check if it has been handed into the Helpdesk. Then report it as missing if necessary. It is important that you tell us if you have lost your card. There will be a charge of RM20 for a replacement.

STUDY AREAS

YYou can use the Learning Resource Centre for study, or any other public location including RUMSA, Heart Space, Computer Lab and Dealing Room. Classrooms, meeting rooms and lecture theatres should not be used for self-study unless there are special circumstances, and you receive prior permission. You may book a venue/room, by sending an email to ***studenthelp@reading.edu.my*** OR ***roombookingsmalaysia@reading.edu.my***

FOOD AND DRINK

A variety of hot and cold food & drinks are available in the Heart Space at Giant Kitchen Catering & Kuntum & Brew Café, from 8:30 am- 5:30 pm (Monday-Friday). For hygiene, health, and safety reasons, do not consume food or drinks (except bottled water) in any carpeted area of the campus, including RUMSA, classrooms, computer labs, lecture theatre, and LRC.

There is also a cafeteria at the Newcastle Medical University, Hako Village and EduCity Student Hub.

CARPARKS

All students are permitted to park their cars or motorcycles in the University car park. If you own a vehicle, please register your vehicle details at the SWAS Helpdesk by presenting a valid driving license.

Important: Limit on campus is 30km/h. Failing to adhere to the speed limit will incur a fine of RM30.

STUDENT WELFARE AND ACADEMIC SERVICES (SWAS)

SWAS is here to help you with information, advice and guidance for every stage of your studies.

Made up of Teaching and Learning Office, IT and Student Services teams, we offer students help and support in the following areas:

- Counselling services
- Careers, internships and placements
- Exam transcript requests, certification of copies and reprints
- Class Timetables
- Exam Timetables
- Withdrawals and Suspensions
- Information on student activities, clubs & societies and RUMSA
- Student ID Card
- Student Mobility information
- International Student information
- RISIS and BlackBoard
- IT Services
- Accommodation advice

HELPDESK SERVICES

We also offer a range of helpdesk services. If you have any questions or need any help and advice, please visit our SWAS Helpdesk or email us at ***studenthelp@reading.edu.my***

COMMUNICATIONS

All official communications will be shared via university email and the RUMSA notice board.

Students or members of a club or society can also ask the Helpdesk for support in promoting club activities and events through our email lists and noticeboards. Any request to display posters on campus must receive prior approval from Estates & Facilities. Requests should be submitted to uorm-helpdesk@reading.edu.my.

All communication materials intended for student distribution, including emails, posters, and notices, must be reviewed and approved by SWAS staff to ensure that the content and language comply with university guidelines.

LOST AND FOUND

If you lose anything on campus, please contact the Helpdesk. Lost and found items are usually kept for two weeks before being disposed of. Students are advised to take care of their valuable belongings.

STUDENT MOBILITY - STUDYING IN THE UK

As a student at University of Reading Malaysia (UORM), you are given the opportunity to study at the University of Reading (UOR) UK campus after completing your foundation studies or for part of your degree.

To find out more about the opportunities and eligibility, please ask the International Office at ***uorm-international@reading.edu.my***

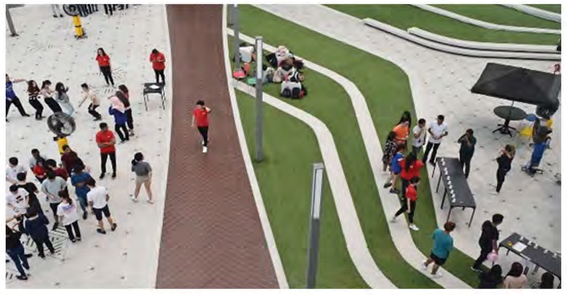
STUDENTS WITH DISABILITIES

The University of Reading Malaysia support students with disabilities and long- term medical conditions.

If you are formally diagnosed and assessed to have a disability or long-term medical condition, you may apply for reasonable adjustments to support your studies in the university.

The Disability Office will carefully review your adjustment request and provide support whenever possible, within the university's capacity and available resources.

For further information, please contact ***uorm-disability@reading.edu.my*** and we will do our best to help.



STUDENT WELFARE AND ACADEMIC SERVICES (SWAS)

Accommodation Information

Hako Village

Hako Village is a purpose-built student accommodation located within walking distance of the University of Reading Malaysia. It offers fully furnished rooms in a secure and student-focused environment. On-site facilities include a café, convenience store, laundry services, communal and study areas, as well as 24-hour security. Hako Village is designed to promote community living while providing convenience and easy access to campus.

For More information, please visit ***https://hakovillage.com***

Eco Nest Residence

EcoNest is a modern student accommodation located 2.m from the University of Reading Malaysia, offering a comfortable and quiet living environment. The accommodation features fully furnished rooms, secure access, and essential shared facilities such as gym, swimming pool and common areas. EcoNest is suitable for students who prefer a calm residential setting while remaining within easy reach of the university.

Hijauan Medini

Hijauan Medini is a residential apartment development situated a short distance from the University of Reading Malaysia. It is popular among students who prefer apartment-style living with more space and a quieter neighbourhood. The development offers good security, green surroundings, and convenient access to nearby amenities. Transport options make it easy for students to commute to campus and around the Medini area.

Item	Details
Fare	Only **RM 1** per trip
Payment	Method Cashless payment, paid directly by students per trip
Weekday Route	Hako Village – University of Reading Malaysia – University of Southampton Malaysia – Raffles University – Sunway TES – Hako Village
Weekend Route	Hako Village – Johor Bahru City Square – Mid Valley Southkey
Service Notes	Multiple daily trips available on weekdays and weekends

Ride-hailing services such as Grab are also widely available for additional flexibility.

How to use the bus service?
- Present a Student ID to the driver for verification.
- Tap your Manjalink card or Visa card on the card reader.
- Bus fare will be deducted automatically.
- Screen show the "Balance and confirmation & beep"
- NO "Tap Out "required

Bus Schedule

Weekday

Trip	Hako Village (Dept)	UORM	UOSM	RU	Sunway TES	Hako Village (Arr)
1st	7:00	7:10	7:20	7:35	7:45	8:10
2nd	8:15	8:25	8:35	8:50	9:00	9:25
3rd	9:30	9:40	9:50	10:05	10:15	10:40
4th	10:45	10:55	11:05	11:20	11:30	11:55
5th	12:00	12:10	12:20	12:35	12:45	13:10
6th	13:15	13:25	13:35	13:50	14:00	14:25
7th	14:30	14:40	14:50	15:05	15:15	15:40
8th	15:45	15:55	16:05	16:20	16:30	16:55
9th	17:00	17:10	17:20	17:35	17:45	18:10
10th	18:15	18:25	18:35	18:50	19:00	19:25

Weekend

Trip	Routes	Departure
1st	Hako Village – JB City Square – Mid Valley	9:30
2nd	Hako Village – JB City Square – Mid Valley	11:30
3rd	Mid Valley – JB City Square – Hako Village	13:00
4th	Hako Village – JB City Square – Mid Valley	14:30
5th	Mid Valley – JB City Square – Hako Village	16:00
6th	Mid Valley – JB City Square – Hako Village	20:00

General Enquiries
For general enquiries related to accommodation, please contact:

UORM Accommodation
Email: uorm-accommodation@reading.edu.my
Telephone: +607 268 6307

MAKING THE MOST OF YOUR TIME AT UNIVERSITY

Your time at university is a chance to immerse yourself in your subjects of choice and of course to have fun! However, it's also an invaluable time to learn new life skills and develop yourself through a wide range of opportunities, so it is important for you to make the most of your time here.

RUMSA CLUBS AND SOCIETIES

RUMSA is the Reading University Malaysia Students Association. Through its clubs and societies, you will have the opportunity to nurture your interests in a range of different activities, from dance and music, sport to languages and much, much more.

Here is the list of some of our current RUMSA Clubs and Societies:

CREATIVE

- ART CLUB
- BOARD GAME CLUB
- CHRISTIAN FELLOWSHIP (RMCF)
- DEBATE CLUB
- UORM DANCE CLUB
- READING MUSIC CLUB
- READING DESI SOCIETY
- PHOTOGRAPHY CLUB
- TEA & TRAVEL CLUB
- UORM PUBLIC PRESS CLUB
- ZEN 3

SPORTS & LEISURE

- ATHLETICS CLUB
- BADMINTON CLUB
- BASKETBALL CLUB
- FOOTBALL/FUTSAL CLUB
- GOLF CLUB
- NETBALL CLUB
- POOL CLUB
- PICKLEBALL CLUB
- MARTIAL ARTS & DEFENCE SOCIETY (MADS)
- TABLE TENNIS CLUB
- VOLLEYBALL CLUB

ACADEMIC & CAREER COMMUNITY

- BLEIS CLUB (BUSINESS LEADERSHIP, ENTREPRENEUR, INVESTMENT SOCIETY)
- UORM LAW SOCIETY
- UORM PSYCHOLOGY SOCIETY
- RISS (READING INTERNATIONAL STUDENTS SOCIETY)
- RUMBES (READING UNIVERSITY MALAYSIA BUILT ENVIRONMENT SOCIETY)
- LEO CLUB

Club members run recruitment events for new members at every new intake. If you have an interest that does not currently have a club, speak to RUMSA or SWAS Helpdesk about starting one up for yourself.

RUMSA is democratic and student-led, and the SWAS team is ready to support in any way they can.

EDUCITY SPORTS COMPLEX

Facilities at the EduCity Sports Complex include an indoor arena, an outdoor 14,000-seater stadium, a gymnasium, and an Olympic-sized swimming pool. Sports on offer include basketball, badminton, table tennis, squash, futsal, swimming, track and field, football, volleyball, and tennis. Discounts are available for EduCity students
- visit ***www.educitysports.com*** for more information.

MAKING THE MOST OF YOUR TIME AT UNIVERSITY

INTRODUCTION TO RUMSA

RUMSA is the Reading University Malaysia Students' Association. It is a student-led organization that represents all UORM students. It was established on 25 November 2016.

RUMSA COMMITTEE ROLE DESCRIPTION

The RUMSA committee is formed by 9 officers, who are elected by the students of the University. They are assisted by their respective secretariat networks that comprise students with various skills, knowledge, and backgrounds.

The RUMSA Student Officers:

Respective responsibilities of each officer:

President: : Chairs the RUMSA student officer meetings and ensures that the association runs smoothly and meets the needs of the student community.

Vice-President: Will be the main point of contact for all external parties or partnership-related projects such as overseeing partnerships and sponsorships.

Secretary: First point of contact for any enquiries and lead officer for all administrative tasks in RUMSA. The RUMSA Secretary ensures that all queries are looked into promptly and is responsible for the minutes of meetings that are circulated by RUMSA.

Treasurer: Responsible for financial matters of the association, ensuring RUMSA is in line with its financial targets, and within its financial capabilities and works closely with SWAS.

Education Officer: Handles and helps to resolve issues related to the academic experiences of students such as teaching quality, study space, and careers/internships.

Welfare Officer: Responsible for the non-academic issues that students face such as accommodation, food, transportation, facilities, and safety/health matters.

Events Officer: This role is responsible for planning, coordinating, and delivering student-led events and activities at the University, including both sports and non-sports events and works to enhance student life by ensuring a diverse, engaging, and well-organised calendar of activities for the student community.

Clubs & Societies Officer: This role is responsible for overseeing all registered student clubs and societies, including both sports and non-sports organisations and supports club operations, ensures compliance with university policies, facilitates communication with clubs, and promotes active and sustainable student-led initiatives across all clubs and societies.

Publicity Officer: Leading RUMSA media team in managing social media, websites, and all other kinds of multimedia platforms of RUMSA.

MAKING THE MOST OF YOUR TIME AT UNIVERSITY

CAREERS

University of Reading Malaysia (UORM) careers advise services offers internships and work placement support for all undergraduate students.

We firmly believe that a student's university experience should propel them towards their future. SWAS Careers is dedicated to assisting students in the implementation of their career plans based on the programme they are enrolled in.

As such, the careers advisory office works with students in every step of their search by providing CV advice, opportunities to connect with leading employers through workshops/talks organized on campus, providing guidance and assisting in internship and work placements while working closely with the academics in School-led events.

We strongly believe that hands-on experience in a working environment will complement a student's education at the University. To find out more about our services, come to SWAS. We're located on the Ground Floor of North Block at the UORM campus.

For further info, get in touch with
uorm-careers@reading.edu.my

RED AWARD

The Reading Experience and Development (RED) Award is the University of Reading's employability skills certificate awarded alongside a degree. It exists to encourage our students to make the most of the extracurricular activities and experiences on offer outside of the academic programmes.

At UoRM, you can get involved in volunteering groups, student training, and events - all of which will contribute to your RED Award. Why pursue the RED Award?

In today's increasingly competitive jobs market, employers consider everything a candidate has to offer, not just their academic achievements.

The RED Award will help you stand out from the crowd and give you precisely the examples of self-development that employers are looking for. What will I get? In addition to furnishing, you with a RED employability skills certificate, this scheme will:

Help you build a wider skills portfolio
- Provide recognition of your extracurricular activities
- Be included on your degree transcript
- Provide a great addition to your CV
- Give you the opportunity to get more involved in university life!

RED SUSTAINABLE ACTION AWARD

The Reading Experience and Development (RED) Sustainable Action Award is one of the University of Reading's Official Skills Awards. It is an opportunity for those currently studying at the University of Reading Malaysia to gain awareness of sustainable issues and opportunities. The award will challenge our students to think about the wide-ranging opportunities they can undertake to support the development of a sustainable world.

In doing so students will gain an award that will demonstrate their sustainability awareness and understanding to future employers, showcasing some of the skills that many companies are actively seeking, whilst committing to making the world a better place for all.

What benefit can students gain? In addition to achieving the Red Sustainable Action Award Certificate, this certificate:
- Can be added to LinkedIn or CV to highlight sustainability awareness and engagement
- Be included on your degree transcript
- Build leadership skills, organizational skills, communication skills, project management skills, time management skills and interpersonal skills valued by employers

Both the RED Award and the RED Sustainable Action Award have been designed to be flexible around the students' studies and they can choose when to complete it.

TO ACHIEVE THE RED AWARD & RED SUSTAINABLE ACTION AWARD

Submission of Red Award form and the Red Sustainable Action Award form are to be done online. In order to complete the RED award and or the RED Sustainable Action award form, students can scan the QR code below to obtain the Red Award Form and the Red Sustainable Action Award Form. Should you have any inquiries or need assistance in joining or completing the Red Award form or the Red Sustainable Action Award form, please contact redaward@reading.edu.my

RED AWARD FORM 2025/26

RED SUSTAINABLE ACTION AWARD FORM

2025 Careers Workshop – Financial Youth Planning by RHB Asset Management

2025 Career Info Day with Teach For Malaysia

Red Award Ceremony 2025

STaR MENTORS

Introduced for the first time in 2016, the STaR (Student Transition at Reading-Malaysia) mentor partnership recognizes that the transition to University can be an exciting, but sometimes a daunting prospect.

To help you settle into University life, the STaR mentor programme automatically partners all new students with a STaR Mentor who is studying the same course, or in the same department or school as you. STaR Mentors will go through three hours of compulsory training to equip themselves with the knowledge and skills to mentor successfully.

Mentees will be contacted by email before they arrive at the University and will meet their STaR Mentor for the first time, in person, on campus during Welcome Week. Your STaR Mentor will be contactable by email or available to meet in person throughout the term should you need helpful tips and advice.

During the partnership, STaR mentors are encouraged to:

- Share their own experiences of starting university and prepare new students for what to expect
- Answer questions and point new students in the direction of helpful University services
- Show new students around the campus
- Recommend places of interest in EduCity, Iskandar Puteri, Johor Bahru and the surrounding area
- Share tips on achieving a positive study/life balance
- Help new students make sense of the University's processes and adjust to new academic learning styles
- Connect new students with clubs, societies and volunteering opportunities

Becoming a mentor is a fantastic way to consolidate and develop your personal and professional skills whilst 'giving back' to the University. The outcomes include:

- Gaining volunteering experience
- Increased confidence and self esteem
- Positively contributing to the UORM community
- RED Award
- Evidence and tangible examples of transferable
- Skills for future employers such as time management, leadership and effective communication.
- Understanding how different people see the world around them

Recruitment of STAR Mentor takes place in March and August. For more information, visit us at Student Welfare & Academic Service (SWAS) or send us an email: ***studenthelp@reading.edu.my.***

INFORMATION TECHNOLOGY

The university provides IT services for students and staff use, dedicated to teaching and learning activities.

All students receive a university username and email account. This single account is used to access key systems such as email, learning platforms, Wi-Fi, and campus computers. Your username will be very important to you. As such, Multi-Factor Authentication (MFA) is required to keep your account secure.

During the enrollment process at the last stage, there will be a button within RISIS for you to click to collect your username. You will need to make up and enter a password to complete the username collection. After that, you will always use your university username and password for all university IT systems / services.

Microsoft 365 is available to all University of Reading students for free. Log in at office.com for email and all other M365 apps. This is available via your university student account. You will use it to access your mailbox for university email and other university resources. You should use your university email for all official communication.

To know more about IT Services Please refer ***https://reading.edu.my/its***

ACCEPTABLE USE OF UNIVERSITY COMPUTERS

All users should be aware of the University's rules for the Use of University Computers and the Data Network. The full set is at ***https://www.reading.ac.uk/its/aup***

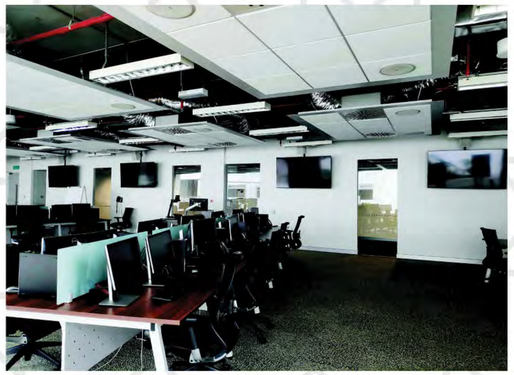
All University IT facilities must be used in a legal, honest, decent, and truthful way, and usage must comply with any laws regarding the use and storage of data. One should also be aware of the rules governing data disposal. Students are required to accept that when their registration as a computer user ceases (usually on their leaving the University), any data files they have left on the University's computers will be deleted or used in any way the University sees fit.

For more details, refer to ***https://www.reading.edu.my/its***

HELP AND SUPPORT

You can find out more about our support services and on how to contact us at ***https://www.reading.edu.my/its-contact***

Email IT ServiceDesk: ***it@reading.edu.my***
Call: + 607- 268 6262



Microsoft Office

Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, Microsoft Teams, Microsoft 365, Access, Sway, Microsoft Forms

eduroam

University of Reading BLACKBOARD LEARN

YOUR UNIVERSITY LEARNING RESOURCE CENTRE (LRC)

The LRC is spaciously designed in different areas for different purposes such as a quiet study room, group and single study pods, a seminar room, discussion rooms, PC training room and open seating areas. The entire space is complemented with extensive Wi-Fi coverage for a conducive and convenient place to study.

ONLINE RESOURCES

Your University login provides access to electronic resources such as subscribed academic databases, journals and e-books found within the LRC website. This site supports learning by providing access both on and off campus. Besides the LRC website, there's **Enterprise** which is an online catalogue which not only facilitates searching of LRC books, journals and other materials but also access to your library account. For easy search of online articles and book chapters, etc., there's also the Summon Search site which is a specific tool to help with research needs.

PHYSICAL MATERIALS

Your campus card is required when borrowing books and other materials. Check-outs and check-ins are done through the self-service machines located near the Information Desk. However, for loan renewals it can be done online both on and off campus via **Enterprise**. For access, you will need a separate password which can be requested from the **Information Desk**. All short-term-loan books are located at the **Special Collections,** while the rest of the books are kept on open stacks. Journals are kept at the **Serials** corner next to the open area furnished with sofas and a relaxing view of the garden.

LOCATION

The LRC is located on the Lower Ground Floor (Level 0) and with two entrances:

One at the staircase from the Ground Floor and the other via the elevator on the Lower Ground Floor.

For further details, visit our website ***www.reading.ac.uk/lrc/,*** enquire at the Information Desk, or email us at ***lrc@reading.edu.my.***

Opening hours are
Monday to Friday, 8.30am to 5.30pm.
Closed on Saturdays, Sundays & Public Holidays.

(Hours may change subject to Campus management directive.)

TRANSPORT, SHOPS & THINGS TO DO LOCALLY

TRANSPORT BUS

Iskandar Malaysia Bus (IM Bus) routes run to nearby shops, places of interest and Johor Bahru City Centre. Public buses also enter EduCity from morning at 8.00am until 6.00pm. Local bus services within Johor Bahru are provided by Causeway Link, Central Line and City Bus. Fares are calculated based on distance and the maximum tariff stands at RM3.60 for a single journey.

Please check with the public bus services for accurate schedules and timetables. Key bus stops include: Gelang Patah, Legoland, Puteri Harbour,Larkin and Johor Customs Immigration and Quarantine (CIQ).

Useful link - ***https://www.causeway-link.com.my/mybas/en/***

TAXIS

Metered taxis are easily available and relatively affordable.

Drivers are legally required to use the meter. The minimum fare per ride is RM3.00. Between midnight and 6.00am, taxis impose a surcharge of 50 percent on the metered fare. Grab car also serves the EduCity campus.

EXPRESS BUS STATIONS

- Larkin Sentral (20-minute drive from EduCity)
- Gelang Patah, GP Sentral (10-minute drive)
- Tun Aminah Bus Terminal (30-minute drive from EduCity)

AIRPORTS

- Senai International Airport (20-minute drive from EduCity)
- Changi Airport, Singapore (1–2-hour drive from EduCity)

SHOPPING, CINEMAS AND EATING OUT MAJOR LOCAL SHOPPING COMPLEXES:

- AEON Bukit Indah Shopping Centre (10-minute drive from EduCity)
- Sunway Big Box
- Mid-Valley Southkey
- Paradigm Mall
- AEON Tebrau City Shopping Centre
- Toppen Shopping Mall Tebrau
- KSL City Mall
- Johor Bahru City Square
- Plaza Kotaraya
- Puteri Harbour
- Komtar JBCC
- Johor Premium Outlets
- Sutera Mall

POPULAR CINEMAS IN THE AREA:

- GSC Sunway Big Box
- TGV Cinemas - Bukit Indah & Tebrau City
- GSC Paradigm Mall
- GSC Mid Valley Southkey
- TGV Toppen Shopping Mall

OTHER THINGS TO DO:

- Legoland Malaysia
- RUD Karting Medini
- X Park Sunway Iskandar
- EnerG X Park Sunway Big Box
- Danga Bay
- Visit Singapore
- Desaru beach: Jet-skiing, paragliding, banana boating
- Tioman Island
- Pulau Kukup Johor National Park
- Rawa Island
- Sibu Island
- Gunung Ledang (Mount Ophir)
- Endau-Rompin National Park
- Kota Tinggi Waterfalls
- Tanjung Piai National Park-the southern tip of mainland Asia
  (Useful link - https://tourismjohor.my/)

ATM

An ATM (Maybank) is available at EduCity Student Hub (5 minutes' walk from campus)

MONEY CHANGER

SMJ Money Exchange & Remittance, Mydin Medini Anjung

HEALTH & SAFETY AND WELL-BEING

FIRE

In case of a fire alarm, follow instructions and exit the building using the nearest exit. Floor Marshals will guide you to the nearby assembly point. If you discover a fire, inform a staff member immediately to activate the emergency fire alarm and evacuate the building.

Regular fire drills will be conducted. All students and staff must assemble at the designated Assembly Point in the car park and await further instructions. Emergency routes and maps are posted on staircase walls for reference.

FIRST AID

In case of emergency, seek assistance from a staff member or call **(+607-2686464)**. Our staff are trained in First Aid and will provide immediate assistance.

CONTAGIOUS/INFECTIOUS DISEASES

If a registered medical doctor has certified that you have contracted an infectious or contagious disease, you must immediately notify your personal tutor or SWAS via phone or email.

You will not be permitted to attend any classes until you have submitted to us written advice from a registered medical doctor, with consent for you to do so.

SMOKING, VAPING AND ALCOHOL

In accordance with the **Control of Smoking Products for Public Health Act 2024**, its subsidiary regulations, and University policy, the University of Reading Malaysia campus is designated as a **No Smoking Zone.**

Smoking, vaping, or the use of any smoking products **is strictly prohibited at all times within all buildings and building premises**, including but not limited to offices, classrooms, corridors, staircases, toilets, entrances, and any enclosed or semi-enclosed areas. Additionally, the consumption of alcohol is strictly prohibited on campus.

Any individual found to be in breach of this policy may be subject to **disciplinary action under the University regulations and/or enforcement action by the relevant authorities**, where applicable.

STUDENT IDENTIFICATION (STUDENT ID REQUIREMENT)

All students are required to carry and present a valid Student Identification Card (Student ID) at all times while on campus. Students must produce their Student ID upon request by authorised University personnel, including Security, Safety, and Administrative Officers, for the purposes of identity verification, access control, safety, and compliance.

Failure to comply with this requirement may result in restricted access to University facilities and/or disciplinary action in accordance with University rules and regulations.

WELL-BEING

Our Welfare Office provides support services for students who may experience difficulties in adjusting to university life, which is quite common. To discuss personal issues or academic performance with a professional counsellor, book a confidential appointment through ***ruok@reading.edu.my***

DISABILITIES

The University of Reading Malaysia support students with disabilities and long- term medical conditions.

If you are formally diagnosed and assessed to have a disability or long-term medical condition, you may apply for reasonable adjustments to support your studies in the university.

The Disability Office will carefully review your adjustment request and provide support whenever possible, within the university's capacity and available resources.

For further information, please contact ***uorm-disability@reading.edu.my*** and we will do our best to help.

TOP TIPS AND ADVICE

IMPORTANT NUMBERS

UoRM Health & Safety Services
Mr. Albert Francis (+607 268 6340)

UoRM Facility Helpdesk (+607 268 6333)

UoRM Building Control Room (BCR) (+607 268 630

Police; District Command Centre (+607 510 322)

Gleneagles Hospital (+607 560 1000)

Uorm First Aider (+607 268 6464)

Nationwide Emergency 999

Fire & Rescue (Iskandar Puteri) (+607 509 7993)

Ambulance Centre (+607 25 702)

Colombia Hospital (+607 233 9999)

FIRST AID

In case of emergency, seek assistance from a staff member or call (+607-2686464). Our staff are trained in First Aid and will provide immediate assistance.

PERSONAL SAFETY

SOCIAL NETWORKS
Think carefully about the personal details you share when using social media.

TAXIS
Don't get into unlicensed taxis.

GOING OUT AT NIGHT
Travel in pairs and let people know where you are going.

PROTECTING YOUR PROPERTY

FREE WI-FI
Logging into online banking or internet shopping on free Wi-Fi hotspots is often not secure.

VALUABLES IN VIEW
Do not leave your valuables in view in your car. Lock them in the trunk or glovebox.

GENERAL ADVICE

EMERGENCY NUMBERS
Make sure you get clued up and log emergency numbers into your phone. Safety, Health and Security Officer at UoRM can be contacted at **607-268 6243.**

EARPHONES
If you wear earphones, be cautious when crossing roads and consider your surroundings.

BE CONSIDERATE
Think about what's going on around you. Look out for cars, bikes, and people!

SMOKING/VAPING (No Smoking Zone)
In accordance with the Control of Smoking Products for Public Health Act 2024, its subsidiary regulations, and University policy, the University of Reading Malaysia campus is designated as a No Smoking Zone.

Smoking, vaping, or the use of any smoking products is strictly prohibited at all times within all buildings and building premises, including but not limited to offices, classrooms, corridors, staircases, toilets, entrances, and any enclosed or semi-enclosed areas.

Any individual found to be in breach of this policy may be subject to disciplinary action under the University regulations and/or enforcement action by the relevant authorities, where applicable.

TAKING CARE

ARE YOU A DRIVER?
Keep to the speed limit - 30kph on campus. Lock your vehicles before leaving them.

OR A PEDESTRIAN?
Watch out for vehicles; be aware they may be coming up behind you. Crossroads carefully.

FIRE SAFETY FIRE ALARMS
Always evacuate in the event of a fire alarm. Break the call point, and don't fight fires.

ESCAPE ROUTES
Keep fire exits clear and fire doors shut.

OPEN FLAMES
Do not use candles or incense at any time on campus or in any of the EduCity facilities.

PAYMENT OF TUITION FEES

Payment of 50% of the total tuition fee* is made prior to or at enrolment for Foundation, Undergraduate and Postgraduate students.

Enrolment will not be completed until this payment is made. Payment of the balance of fees* (50%) is made before the start of Term 2.

If payment is not received within 4 weeks of Term 2, access to Blackboard will be removed. Access will be reinstated once payment is received.

If payment is not received by the end of Term 3, you will not be allowed to progress to the next stage of your studies with UORM. You will then be suspended from studying and given the opportunity to pay and return to UORM at a later date, if at an intermediate point of your studies.

If you're at the end of your studies and have not paid, your examination transcript will be withheld, and you will not be permitted to graduate.

*SERVICE TAX (SST)

With effect from 1 July 2025, the Government of Malaysia had mandated to impose Service Tax to all international students enrolled in private education institutions.

The prevailing Service Tax as of the date of this offer is at 6%. However, please take note that the Service Tax rate applicable to the abovementioned fees may vary from the indicated 6% based on the prevailing Service Tax rate at the time payment is made.

SCHOLARSHIPS, BURSARIES AND FEE DISCOUNTS'

All applicants to the University of Reading Malaysia (UORM) will be eligible to apply for scholarships for the programmes they intend to pursue at the UORM Campus.

The scholarship/bursary and fee discounts are applicable to the 2nd instalment of the tuition fee payment.

If a student withdraws/is requested to withdraw from study before completing their chosen programme at UORM, they are responsible for repaying all monies received unless there are extenuating circumstances.

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HOW TO PAY YOUR FEES

PAYMENTS CAN BE MADE BY:

1. Crossed cheque or bank draft payable to **'Rumal Reading Sdn Bhd'**

   You must include the student's registration number and full name as submitted on their application with UoRM. If the student ID number and name are not included, we may not be able to match the payment to the correct student account.

2. **JomPay –** Malaysia's National Bill Payment Scheme that allows you to pay bills conveniently and securely with your Current or Savings account.

   Key in the details as stated below.

   Biller Code: 9506
   Biller Code Name: Rumal Reading Sdn Bhd
   Ref-1: 8-digit number (Your student ID number)
   Ref-2: Please enter your name as stated in the offer letter

3. **Interbank fund transfers/GIRO (domestic):**

   HSBC Bank Malaysia Berhad
   No. 1, Jalan Bukit Timbalan
   80000 Johor Bahru
   Johor Darul Ta'zim

   Account Name: Rumal Reading Sdn. Bhd.
   Account Number: 311-257836-101
   Swift Code: HBMBMYKL

Please quote your student registration number, surname and first name as reference to the transaction for the bank to use. Please also arrange to forward the transfer slip to us by email at *finance@reading.edu.my* or in hard copy.

Please note that cash is not accepted for payment of tuition fees.

All cheques and bank drafts should be sent to the Finance Office for official receipt. Please include **the name of the student and the student registration number on** the back of the cheque.

FINANCE OFFICE

University of Reading Malaysia
Persiaran Graduan Kota Ilmu, Educity
79200 Iskandar Puteri
Johor, Malaysia
Phone: +60 (7) 268 6200
Email: ***finance@reading.edu.my***

4. **Credit card – you may pay with Visa, MasterCard, UnionPay and JCB.**

   At the moment, credit card payments can only be made over the counter. We will not accept offline transactions via verbal or email instructions. We will advise you at a later date when this facility is available.

   Note for international students:

   The tuition fees payable is denominated in Ringgit Malaysia and any shortfall from any translation of foreign currency to Ringgit Malaysia and bank charges ***must be borne*** by the student.

   University of Reading Malaysia has partnered with ***Flywire***, a third-party international money transfer platform with the aim of making payments easier for our international students. Flywire allows you to pay securely from your home country through a variety of payment options, typically in your home currency.

   - Pay from accounts from outside of Malaysia.
   - Support various payment methods that range from bank transfer, credit cards, e-payments, and more for most countries and territories.
   - Provides real-time payment tracking through email, in-app and text alerts.
   - 24x7 multilingual support via email, phone or l live chat.

Our flywire payment link is ***https://uorm.flywire.com***

SUSPENSIONS, WITHDRAWALS AND REFUNDS

If you wish to suspend or withdraw from your programme, please discuss it with your Programme Lead or Academic Tutor.

SUSPENSIONS

If you're thinking of suspending your degree programme for a period of time, you should discuss the academic implications of such a decision with your Programme Lead. Any suspension should be discussed with your academic tutor first. The form pertaining to suspension is located on Blackboard (BB). The Student Support Co-ordinator ***(ssc.uorm@reading.edu.my)*** or Finance Department ***(finance@reading.edu.my)*** should be consulted regarding financial implications before you apply to suspend from your degree programme. Find out more before applying for programme suspension.

WITHDRAWAL

If you're thinking of withdrawing from your programme, you should first talk to your Academic Tutor about your options and possible solutions. UORM also provides counselling services if you thought you would benefit from discussing any problems with an independent person. You can set up an appointment with the SWAS Welfare Officer at ***ruok@reading.edu.my.***

Please note that the date of withdrawal will be date upon which the completed form is received by the SWAS. Once your withdrawal has been processed, a letter of confirmation will be sent to your personal email addresses. ***Any of refund or other related to financial, Finance Department will be liaised with you.***

REFUNDS OR CANCELLATION FEES

All fees and charges due are payable in advance and are only returned in certain circumstances, at the discretion of the Provost and where a request is made formally in writing.

International student visa administrative fee is not refundable under any circumstances. Should there be an error or an overcharge in designated payments, we will make the necessary arrangements to make a refund to the payer.

In other cases, the following refunds and cancellation of fees policy will apply:

STUDENTS WHO WITHDRAW

If you withdraw from your studies for any reason, and you have paid the academic year's tuition fees in full, the following fee will be charge:

1	0 to 30 consecutive days from the official start of Term	20 %
2	31 days till the end of Semester 1	50 %
3	Beyond the end of Semester 1	100 %
Important Note: No Refund for Pre-Sessional English Programme and TEEP tests		

For IFP and Undergraduate programmes (calculated based on gross fees where all incentives, bursary / scholarship awarded will be retracted and no longer eligible):

It is important that you understand the University's Fees Policy, which includes refunds, before you accept an offer to study at the University.
The University's Fees Policy can be found here.

Note: All types of bursaries will no longer be applicable when students withdraw from the programme of study.

EXAMINATIONS AND ASSESSMENTS

WHY ASSESSMENTS ARE IMPORTANT

Assessments carry significant weight beyond mere exam passing. Your approach to assessments can profoundly impact your university experience and the acquisition of valuable skills essential for your future endeavors. Assessment is for learning. It is carefully planned across a programme. It contributes directly to learning and skill development; it is authentic, varied, and proportionate. Assessment focuses on the opportunities to develop students' ability to evaluate themselves, to make judgements about their own performance and improve upon it. In other words, it helps to develop student assessment literacy.

HOW WILL I BE ASSESSED?

Your programme handbook, programme specification and the descriptions of individual modules will tell you:

- How much each component (coursework, exams contribute to the assessment of a module)
- How coursework and exams will be assessed
- What you must do to pass
- Arrangements for resits, if necessary
- What you need to do overall to pass each year and, for UG students, the degree overall.

WHEN ARE THE EXAMS?

Exam dates can be found in **Blackboard Organisations (University of Reading Malaysia student notices – Exams office).** A personalized version of the exam schedule will be made available for students and shared via RISIS.

RE-SIT EXAMS

RRe-sit exam form and relevant information can be found in Blackboard Organisations **(University of Reading Malaysia student notices – Exams office).**

CERTIFICATE & TRANSCRIPTS?

Transcripts are provided to students at the end of their study. Request can be made via email to UORM Exams Office:
uorm-examinations@reading.edu.my

ADVICE AND SUPPORT EXAM CONDUCT

All students are encouraged to familiarize themselves with the exam conduct guidelines of the University. This information can be found in Blackboard Organisations **(University of Reading Malaysia student notices – Exams office).**

SPECIAL NEEDS ARRANGEMENTS

We support students with special needs during exams. Please discuss your requirements with the Welfare Officer at SWAS, who will liaise with the Academic Director of Teaching & Learning and Exams Office.

ASSESSMENT ADJUSTMENT

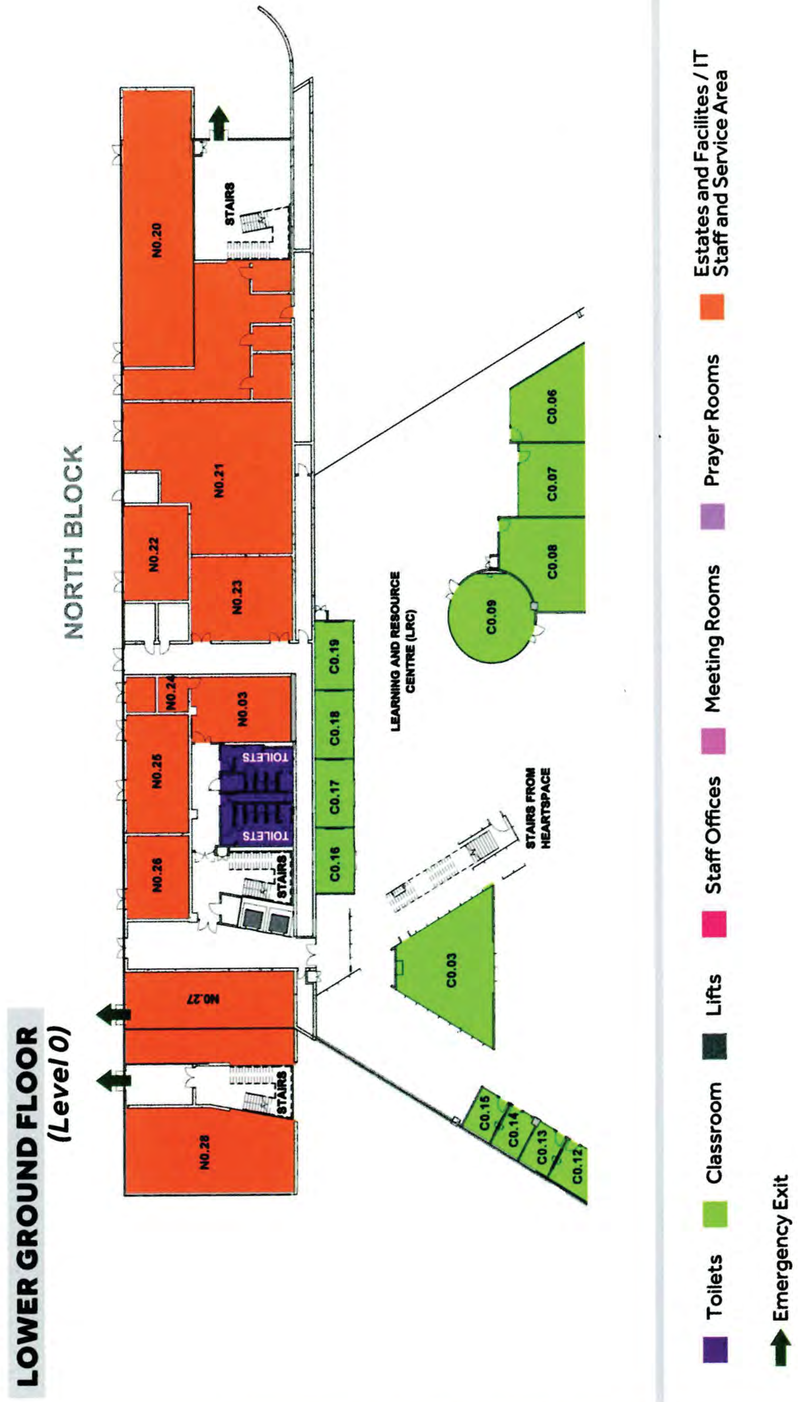
Sometimes events happen outside your control which affect your ability to submit coursework on time or perform at your best in exams. In such situations, students are encouraged to apply for Assessment Adjustment. Details on how to apply, and what situations are covered, can be found on **Blackboard Organisations (University of Reading Malaysia student notices – Assessment Adjustment)**. Please contact **UoRM SSC:** ***ssc.uorm@reading.edu.my*** for further advice.

APPEALS

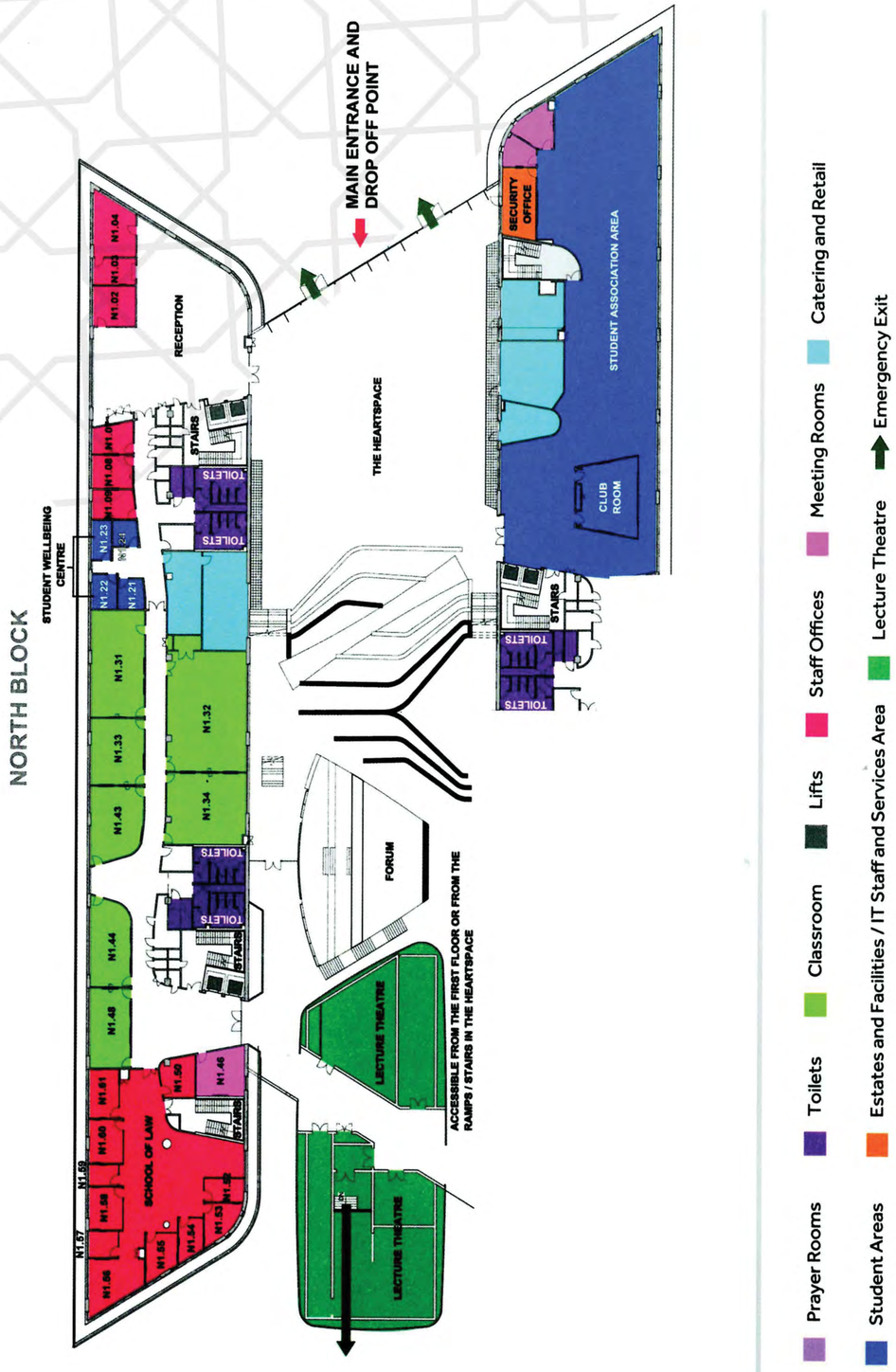
All students have the right to appeal if they consider they have been awarded an incorrect mark. The policy on how to do this can be found on Blackboard Organisations **(University of Reading Malaysia student notices- Appeal)**. Please note that an appeal cannot be related to the academic judgement of the Examiners. Students should also note the relevant deadlines for appeals, which can be found in **Blackboard Organisations (University of Reading Malaysia student notices).**

CAMPUS MAPS

LOWER GROUND FLOOR *(Level 0)*

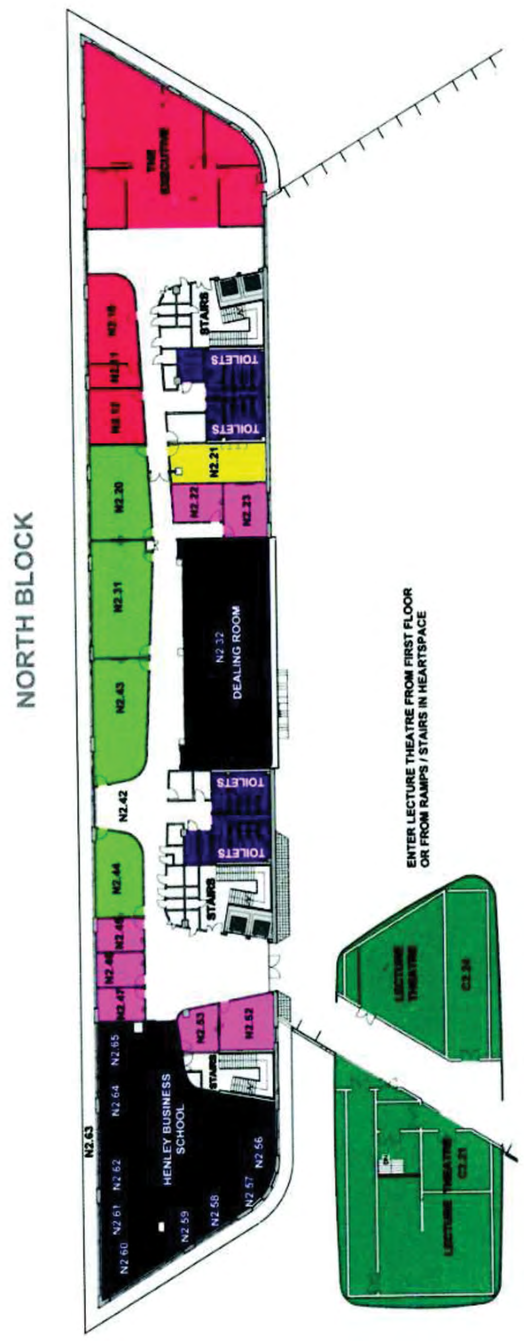


GROUND FLOOR
(Level 1)



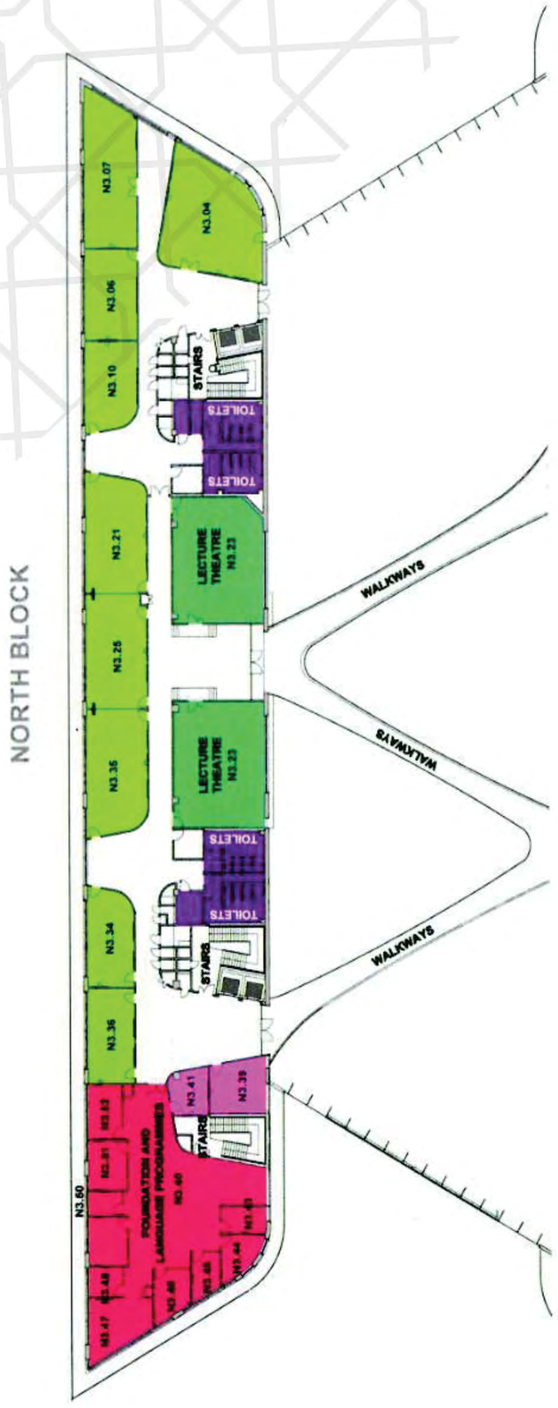
- Prayer Rooms
- Toilets
- Classroom
- Lifts
- Staff Offices
- Meeting Rooms
- Catering and Retail
- Student Areas
- Estates and Facilities / IT Staff and Services Area
- Lecture Theatre
- Emergency Exit

FIRST FLOOR
(Level 2)



- Lecture Theatre
- Toilets
- Classroom
- Lifts
- Staff Offices
- Meeting Rooms
- Henley Business School Malaysia
- Laboratories
- Catering & Retail

SECOND FLOOR
(Level 3)



Lecture Theatre
Toilets
Classroom
Lifts
Staff Offices
Meeting Rooms
Laboratories

NOTES

NOTES

For more information, please contact:

Student Recruitment Office

University of Reading Malaysia
Persiaran Graduan, EduCity
79200 Iskandar Puteri
Johor, Malaysia

my.enquiry@reading.edu.my
Toll free: 1800 18 6867, Tel: +60 7 268 6205
WhatsApp: +60 16 7725 400

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www.reading.edu.my