



MONASH University

Faculty of Law

STUDENT GUIDE

**MALAYSIA
2016**

27 June – 19 August

Introduction to the Guide

This guide aims to help students settle quickly into study life at the Monash University Malaysia campus and provides important information about the facilities of the campus as well as rules and procedures for both Monash and Partner students.

We will try to ensure that your learning experience is both enjoyable and rewarding. If you have any questions or concerns that are not addressed in the guide, please contact the Malaysia Law Program Convenor or the International Programs Officer (see contacts below).

Monash University Malaysia

Monash University Malaysia is located in Bandar Sunway, 20km from downtown Kuala Lumpur. Bandar Sunway is a prosperous self-contained township with extensive accommodation, transport, shopping, health and recreational facilities, including at the Sunway Pyramid mall.

It's a safe, secure and friendly place, where you'll find students from all over the world enjoying university life. The town has gained a reputation as Selangor's higher education hub, with Monash University Malaysia and the nearby Sunway University attracting thousands of students to the area.

Malaysia Campus address and opening hours

Monash University
Jalan Lagoon Selatan
46150, Bandar Sunway,
Petaling Jaya, Selangor,
MALAYSIA

Monash University Malaysia business hours are from Monday to Friday 9am-5.30pm – but please note that some classes in the Program will be held after business hours.

Emergency numbers

POLICE	999	
CIVIL DEFENCE	991	
AMBULANCE	999	
FIRE BRIGADE	994	
FROM MOBILE PHONE	112	
POLICE BANDAR SUNWAY		+6 (0)3 - 5638 2122
ROAD TRANSPORT DEPARTMENT		+6 (0)3 - 8888 4244

Hospitals:

SUNWAY MEDICAL CENTRE	+6 (0)3 - 7491 9191
UM SPECIALIST CENTRE	+6 (0)3 - 7841 4000

On-campus emergency:

Extension:	46333
Dial	+60 (0)3 5514 6333

Contacts

Academic Matters / Program Matters

If you have any academic concerns, such as concerns about any of the professors or the quality of teaching or assessment in the units you are taking, you should feel free to contact the Convenor, Law Malaysia Program. Anything you say will be treated as confidential, if you so desire.

A/Prof Dr Normann Witzleb
Convenor, Law Malaysia Program
E-mail: normann.witzleb@monash.edu
Office and phone numbers
Tel: + 60 3 5514 6362 (office)
+ 60 17 210 2785 (mobile)
Location: Room 6-5-05

General queries relating to the Malaysia campus only

Ms Dineswary Chinathamby
School of Business
Monash University Malaysia
E-mail: dineswary.chinathamby@monash.edu
Tel: +60-3-5514 6291
Location: Building 6-5-36 (Course Management Office)

Office hours: Monday to Friday 9am – 5.00pm

Enrolment queries

Changes to your enrolment and **any other administrative matters** please email law-international@monash.edu.

IT Matters

ITS Service Desk
Tel.: +61 3 5514 6200
Location: ITS Service Desk (Building 9, Level 3)
Email: servicedesk@monash.edu.my
See also <https://monash.edu.au/esolutions/>

Unit Matters

Please see/contact your respective lecturer. Their E-Mail addresses are:

A/Prof Dr Normann Witzleb:	normann.witzleb@monash.edu
Miss Priya Sharma:	priya.sharma@monash.edu

Mme Sylvie Jacquot-Barrault:	sylvie.barrault@u-psud.fr
Assistant Professor Sujith Xavier:	sxavier@uwindsor.ca
Dr Eric Wilson:	eric.wilson@monash.edu
Professor Dr Najibah Mohd Zain:	najibah@iium.edu.my
Asst/Prof Clemens Kaupa :	c.kaupa@vu.nl
Prof. Dr. Kai von Lewinski:	Lehrstuhl.Lewinski@Uni-Passau.de

Please see unit outlines for further contact details, including consultation times.

Orientation Session

All students are required to attend the Orientation session, or to watch the video of the Orientation session, to be held at the Monash University Malaysia campus before starting their classes or as close as possible after arrival.

The orientation session is scheduled on –

Monday 27 June 2016 at 9.30am (in Building 9, Level 3, 9-3-07 Function room)

If asked, please identify yourself at the campus gate with some photo-ID as a student of the Malaysia Law Program and follow the signage to the venue for the orientation session.

Student Reception

Please also look out for the Student Reception – date and venue to be confirmed.

This event will provide you with an opportunity for you to meet all students and staff in the program.

Field Trips

We are planning to offer some field trips to government institutions or legal organisations in Malaysia. For some of these visits, a dress code may apply. Please be sure to pack suitable business attire for these occasions.

Monash Student ID Cards

Monash students: Please **ensure you take your Monash Student ID card with you** as you will need it to access certain parts of the Monash University Malaysia campus and borrow books from the library. You may not be able to obtain a card from the Monash University Malaysia campus if you forget to bring along your card.

Partner students: During the compulsory orientation session a student ID card photo session will be organised. Students will be taken to the student services department to organise their ID card and they will be informed on that day when their cards will be ready for collection.

Resources

Monash University Malaysia Library

All students are welcome to use the Library & Learning Commons at Monash University Malaysia Campus and will have access to the following facilities by using their Monash Student ID card -

- Computer workstations for students to access library and Internet resources.
- Self Loan machine for library members to conveniently borrow books from the open shelf collection.
- Wireless network throughout the library premises. For connection problems, library users are advised to consult with the ITS staff at the One-Stop Information Centre on Level 1.
- Printing and photocopying facilities available on Level 1 & 2. Express printing available at each level at the Express Terminal area. Three reload machines to instantly top up printing and photocopying credits are also available at the Learning Commons on Level 1. All students will receive RM15 (150 copies) of printing credit which will be automatically added to their Student ID card. Students will be fully informed about this at the orientation session.

Further information including facilities and opening hours can be found via the following link - <http://www.lib.monash.edu.my/>

IT information:

Monash Username and Password

Partner students: All students will have been advised of their Student ID number by their home institution and asked to register this number on the following link to create their own Monash AuthCate username and password before starting the program:

<https://account-registration.monash.edu/>

Once you have created your username and password please write it down so you don't forget it and click on the following link which will allow you into the Web Enrolment System (WES) <https://my.monash.edu.au/wes/>

Via WES, please ensure you click on the Enrolment Questionnaire, complete and submit this as soon as possible. ***Students cannot continue with the Malaysia Program until this Questionnaire has been completed.***

This username and password is very important as it allows you access to your Monash Portal, Monash email account, Moodle (see below for definition) and your results.

My.Monash Portal

To access the My Monash Portal please log in to <http://my.monash.edu.au>

Monash Email Account

If Monash administration staff or teaching academics need to contact students they will do so to their Monash email account. It is your responsibility to ensure you check your Monash emails on a regular basis for any notices or updates to the program or timetable.

Moodle

Moodle is a web-based course management system that allows students to access information and assessment tasks related to units that they are studying at Monash.

Where Moodle is in use for a unit, you can download lecture and tutorial notes, and other subject material that may be useful for your studies. Please note that not all units use Moodle. Contact your lecturer if you are not sure if your unit has a Moodle module or not.

You can access the Moodle modules for your units (if any) from the menu on the left side of the my.monash portal.

If you are experiencing any access difficulties or any other IT related problems please contact the IT service department - <https://monash.edu.au/esolutions/>

Study:

Law Program Malaysia units

<http://www.monash.edu/law/current-students/study-opportunities/overseas-study/malaysia/units>

The Law Malaysia unit page outlines all units taught in the program including -

- unit name,
- unit code with links to the synopsis and assessment
- census dates
- links to text book purchase site, on-line reading lists. lecturer's name

Add/Discontinue Units

Monash students: send an email to law-international@monash.edu.

Partner students: Please email your administrative coordinator at your home institution to request any unit changes who will note your request and forward to the International Programs Officer for actioning.

All students are to take note of the last day to discontinue dates listed on the unit page. These are deadlines that must be adhered to when a student wishes to discontinue a unit. If a discontinuation date is not met it may result in a WD (withdrawn) or N-Fail grade result appearing on the academic transcript.

Law Program Malaysia timetable

<http://www.monash.edu/law/current-students/study-opportunities/overseas-study/malaysia/timetable-malaysia-prog>

The Malaysia timetable shows dates, times and location of all classes including the exam dates (if applicable).

Examinations

Some units have examinations and some have other forms of assessment. The unit page at <http://www.monash.edu/law/current-students/study-opportunities/overseas-study/malaysia/units> shows whether your particular unit has an exam. The links from the unit codes on that page connect to the unit handbook which shows all assessment for your particular unit.

Students will be notified of the exam venues and other exam-related information at a later date.

All students should note the Monash University exam rules –

<http://www.monash.edu.au/exams/exam-rules.html>

Monash students: On request from a student participating in the Malaysia program, the Convenor of the Program will use his or her best endeavours to arrange for the student to sit an invigilated law exam at the Monash University Malaysia campus for a deferred or supplementary exam relating to a unit taken in an earlier teaching period in Australia. The exam will be held at the time or as closely as possible to the time that is scheduled for students sitting the exam in Australia.

Special Consideration

<http://www.monash.edu/exams/changes/special-consideration>

Please see the above link to information regarding Special Consideration which shows the policy and procedures which must be met if submitting an application.

If your work for a particular piece of assessment has been adversely affected by exceptional circumstances beyond your control, you may be able to apply for special consideration. Please refer to 'Undergraduate procedures' and note that the 'In-semester Special Consideration' procedures apply to assessment during the course of your classes and that applications for 'End of semester Special Consideration' are to be submitted no later than two working days after your last exam.

All forms must be scanned and sent to the relevant person (see below) accompanied by official supporting documentation within the time period specified above. Please also copy Normann.Witzleb@monash.edu.

Partner and Monash Undergraduate students:
please send an email to law-international@monash.edu.

Monash Postgraduate students:
Email law-pgstudents@monash.edu

Further details regarding Special Consideration can be found via the above link.

Deferred Exams

Deferred exams are not granted unless there are special circumstances (eg. sudden illness, family emergency). Deferred exams will not be granted for work, travel or special celebrations e.g. birthdays or weddings.

If we grant you special consideration you may be able to sit a deferred exam. Please see the following link for further information:

<http://www.monash.edu/exams/changes/deferred>

Re-Marking of Examination Papers

If you believe that an error has been made in the assessment of your work please refer to the following link for the re-marking procedures:

<http://www.monash.edu/law/current-students/resources/assessments/faculty-remarking-procedures>

Results and Academic Transcripts

Partner students: For administrative reasons, Monash unit results can only be released on specific release dates (see below). Transcripts will be sent to your home institution as soon as the results have been finalised.

The results for the following units will be released on 8 September 2016 –

- Comparative constitutions and rights
- Current issues in corporate governance
- International criminal justice
- Lawyers, literature and cinema

The results for the following units will be released on 11 November 2016 –

- Corporations law and Principles of company law
- Introduction to Islamic law
- The law of climate change
- International information and media law

Feedback and Testimonials

To enable us to improve our program in the future we welcome your comments.

If you have any concerns or suggestions for improvement during or after the program, please do not hesitate to contact us.

Please contact the Convenor, Law Malaysia Program (Normann.Witzleb@monash.edu) or law-international@monash.edu

You are also welcome to send reports, testimonials or relevant photos for inclusion onto the program website.