



MONASH University

Faculty of Law

STUDENT GUIDE



MONASH LAW MALAYSIA PROGRAM 2019

1 July – 16 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.

Dr Nadir Hosen
Convenor, Law Malaysia Program
E-mail: Nadirsyah.Hosen@monash.edu
Office and phone numbers
Tel: TBA
Location: Room TBA

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 Monash E-Mail addresses are:

Current issues in corporate governance:

- Ms Priya Sharma – priya.sharma@monash.edu

Human rights & migration in comparative perspective:

- Ms Bahija Aarrass – bahija.aarrass@monash.edu

Human trafficking, modern slavery and the law

- Professor Jean Allain – jean.allain@monash.edu

Contemporary issues in international sports law

- Assistant Professor Shanthi E Senthe – shanthi.senthe@monash.edu

Introduction to Islamic law / Asian legal systems

- Dr Nadir Hosen – nadirsyah.hosen@monash.edu

The law of climate change

- Dr Vanessa Johnston – vanessa.johnston@monash.edu

International commercial arbitration

- Professor Christophe Seraglini – christophe.seraglini@monash.edu

International information and media law

- Mr Dirk Pohl – dirk.pohl@monash.edu

Contact details are also available via Moodle.

Orientation Session / Student Welcome

All students are required to attend an 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.

There are two orientation sessions organised.

1. Group 1, 1 July to 26 July: **Monday 1 July 2019 at 9.30am**
2. Group 2, 29 July to 16 August: **Monday 23 July 2017 at 9.30am**

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 Farewell Dinners

Please keep the following two evenings free dependent on what units you are enrolled in to attend a farewell dinner for your block.

- Group 1 (1 July to 26 July): Wednesday 24 July – 6:00pm (to be confirmed)
- Group 2 (29 July to 16 August): Wednesday 14 August – 6:00pm (to be confirmed)

Field Trips & Dress Code

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 (M Pass) 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 Prato Program until this Enrolment 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 difficulties with this access or any other IT related problems please contact the [IT service department](#).

Study:

Monash Law Malaysia Program units

The [Monash Law Malaysia Program 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.

Monash Law Malaysia Program timetable

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

Attendance Hurdle

There is an attendance hurdle for students in the Monash Law Malaysia Program. This means that students who fail to attend at least 80% of the classes (ie who miss 3 or more classes) will receive a result of 0 N for the unit. Students who are unable to meet this requirement due to illness or other exceptional circumstances must make an application for in-semester special consideration (see below).

Take-Home Examinations

All units in this program have take-home examinations and other forms of assessment. The unit page at <http://www.monash.edu/law/current-students/study-opportunities/overseas-study/malaysia/units> will link you to this information via the unit codes on that page to the handbook

Unforeseen difficulties with completing an assessment ("Special Consideration" and "Short extension")

If you require an extension on your assignment you may apply for a short extension for either a postgraduate or an undergraduate law unit.

- [Law - undergraduate](#) – You can apply for an extension not exceeding **two working days** of the due date, by submitting a [short extension form\(DOC, 0.07 MB\)](#) to the Chief Examiner of the unit.
- [Law - postgraduate](#) – You can apply for an extension not exceeding **five working days** of the due date, by submitting a [Postgraduate assessment short extension application form \(DOC, 0.08 MB\)](#) to the Chief Examiner of the unit.

Note: A DLU registration letter may be considered as sufficient evidence only when applying for a Short Extension.

- An application for short extension must be submitted **before the due date** for the **undergraduate** assessment.
- An application for short extension must be submitted **no later than two university working days before the due date** for the **post-graduate** assessment.
- **Short extension application does not apply to class tests and take-home examinations.**

If your work for a particular piece of assessment has been adversely affected by exceptional circumstances beyond your control and you need a longer extension, or an extension on a **take-home examination and**, you may be able to apply for "Special Consideration". Please see information regarding Special Consideration policy and procedures on the university website (<http://www.monash.edu.au/exams/special-consideration.html>).

Note: 'In-semester Special Consideration' procedures apply to assessment during the course of your classes. The application must be submitted no later than two University working days after the due date of the assessment.

'End of semester Special Consideration' procedures refer to final assessment (in the Prato and Malaysia Programs, this is often the take home exam). Applications are to be submitted no later than two University working days after the affected assessment (special rules apply to exams).

Deferred Exams

Deferred exams are not granted unless there are exceptional circumstances (ie. sudden illness, family emergency). Deferred exams will not be granted for work, travel or special celebrations ie. birthdays, weddings, or similar occasions.

If we grant you special consideration you may be able to sit a deferred exam. Please see the following link for further information: <https://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 webpage for the [re-marking 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 16 September 2019 –

- Current issues in corporate governance
- Introduction to Islamic Law
- Contemporary issues in international sports law
- Human rights & migration in comparative perspective
- Human trafficking, modern slavery and the law

The results for the following units will be released on 18 November 2019 –

- Asian legal systems
- The law of climate change
- International commercial arbitration
- 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 nadirsyah.hosen@monash.edu or law-international@monash.edu

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