



FACULTY HANDBOOK

Faculty of Creative Multimedia

Multimedia University

Year 2021



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1. INTRODUCTION

1.1 About Faculty

The programmes are designed to provide the skills necessary to fulfil the insatiable global need for information, entertainment and telecommunication in the context of creative design and thinking, computing skills and business fundamentals.

The faculty is made up of a well-balanced team of academicians and industry professionals in arts, architecture, broadcasting, computing, design, animation, and advertising. Together, the transfer of knowledge and technology is smoothly facilitated, with digital media equipment for production work and study.

The Faculty of Creative Multimedia (FCM) integrates academic study with extensive creative digital technology production work. This proven approach has placed Multimedia University at the forefront of Malaysian creative multimedia education. When the faculty was conceived back in 1997 the pioneers had a specific purpose – to produce digital content designers. In the age strongly driven by knowledge and information, ‘content is king’ upon which ‘form’ heavily relies to preserve its significance.

1.2 Vision & Mission

Vision : To be the epicentre of creativity and inquiry for enrichment of human living.

Mission : To harness creative talents who are passionate in inspiring and generating innovative ideas and content for local and global creative multimedia industries; and spearheading consistent collaborations with related industry players and academic institutions

2. FACULTY STAFFS

2.1 Academicians

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1	Ahmad Azlan Bin Ahmad Zafri	Assistant Lecturer		ahmadazlan.zafri@mmu.edu.my
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2.2 Administrations

No.	Name	Position	Ext. No	Staff Email
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4	Jariah Binti Jamak	Senior Clerk	5562	jariah.jamak@mmu.edu.my
5	Suhaila Binti Shuib	Clerk	5556	suhaila.shuib@mmu.edu.my

2.3 Technicians

No.	Name	Position	Ext. No	Staff Email
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3	Azuwan Nizan Bin Kamarudin	Technician	5596	azuwan.nizan@mmu.edu.my
4	Rahidah Binti Rahmat	Technician	5306	rahidah.rahmat@mmu.edu.my
5	Syamsul Bin Johar	Technician	5373	syamsul.johar@mmu.edu.my

3 Faculty Administration Office

The main function of the Faculty Administration Office is to support teaching, research and other academic activities in the Faculty. Its stakeholders include students, staff and other university centres / departments and outsiders. As such, the commitment is made to its stakeholders to deal with their requests, problems and concerns in a satisfactory and speedy manner.

For the students, the Faculty Administration Office ensures that a comprehensive set of administrative procedures that meets their need is in place. The services provided include a coherent set of procedures in relation to, and assistance with, the following:

- Course administration: timetable, registration, add-drop, withdrawal, examination, academic evaluation, credit transfer and leave of absence.
- Student Administration: change of programme/ major, campus transfer, and student records.
- Student grievance procedures: the office is responsible for the administration of the student grievance procedures. Advice is available from the Faculty Assistant Manager.
- Secretariat of Services: the office provides the secretariat support to the Faculty Board including the production of agendas and minutes of the meeting, servicing the faculty committees and preparation of official documents.

Besides that, the office also is responsible to provide computing facilities to students. This includes usage of Internet accessed computers, printers and other devices.

4 Academic Advisory Programme

Objective

To provide an environment of continuous academic advisory support in terms of assisting students with correct academic information, advising students on the subjects and workloads to be taken per trimester as well as advising students on other academic matters.

Implementation

- i. Each student will be assigned an academic advisor during the first trimester of Beta level.
- ii. The academic advisor will provide necessary advisory support, and monitor students' performance.
- iii. All students will be required to meet their academic advisor at least twice a Trimester, as below:
 - Every Early Trimester – students will see their academic advisor to discuss the load, as well as reporting their previous examination results
 - Before the end of a Trimester – to discuss subjects to be taken next Trimester as well as their study loads. The academic advisor will refer the students to specialist counsellor if deemed necessary.
 - It is a must to meet up with their academic advisor and complete the assessment before they are allowed to register subjects.

5 Programme Coordinators

Programme Coordinator is a person who is responsible to lead and co-ordinate the programme with the staff members, budget, and procedure to ensure the implementation and success of the programs. The students may refer to the each Programme Coordinators to seek any assistance regarding the programme matters. Below is the list of the Programme Coordinator for the Faculty of Creative Multimedia:-

Foundation in Creative Multimedia

Mr Rini Fauzan Bin Mohamed Zuhairi

Diploma 3D Modelling & Animation

Mr Mohd Ikhwan Bin Mohd Marzuki

Diploma Digital Motion Graphics

Ms Nordiana Binti Ludin

Diploma Creative Audio

Mr Fajrul Norman Rashid

Diploma Creative Multimedia

Mr Badrolhisham Bin Hashim

Bachelor of Multimedia (Hons) Animation

Mr Mohd Azizul Hakim Bin Md Hussin

Bachelor of Multimedia (Hons) Visual Effects

Ms Ng Lynn-Sze

Bachelor of Multimedia (Hons) Advertising Design

Ms Nor Alley Binti Zulkafly

Bachelor of Multimedia (Hons) Media Arts

Mr Tan Kong Cheng

Bachelor of Multimedia (Hons) Interface Design

Mr Muhammad Asyraf Bin Mhd Pauzi

Bachelor of Multimedia (Hons) Virtual Reality

Mr Dendi Permadi

Multimedia & Computing Subjects

Ms Siti Iradah Binti Ismail

Art & Humanities Subjects

Ms Khairun Niza Binti Mohammad Radzi

6 Academic Process & Applications

6.1 Course Enrolment

Every student needs to register his subjects following the course structure given during the student's intake. Subject registration is related to the student's study plan that can guide the student throughout the programme. The plan of study for any student contains subjects that the student shall register each trimester for the duration of his studies. The plan shall be formulated by the student on the advice of his academic advisor so as to ensure that pre-requisite subject requirements are met, and core subjects related to the student's major and electives are included in the study plan.

6.2 Eligibility to Register Subject

A student is eligible to register for a subject under the following conditions:

- Has no outstanding fees
- Has passed the subject's pre-requisite
- Follows the academic load allowed to the student based on his programme and result status.

6.3 New Student

New students are categorized as normal students and can register up to a maximum number of academic loads allowed to them. They are advised to register according to their programme structure or study plan provided to them during the registration day or they may get it from their faculty office.

6.4 Subject Registration

Registration for subjects must be completed before the beginning of each academic trimester. Students may register for new subjects or drop from a subject during the first two weeks of the trimester.

Students should also print out a copy of their schedule for record. As a final precaution, students are advised to check their schedules online prior to subject add, drop and withdrawal deadlines. Changes to a student's class schedule will not be approved after these deadlines have passed.

6.5 Credit Transfer

Credit Transfer is a procedure of granting credit to a student for educational experiences or courses undertaken at another institution. It is done in the first two weeks of first trimester when the students are first registered with the faculty. Students are advised to obtain the latest credit transfer guideline / policy from their respective faculties. Student may also refer to the Credit Transfer policy available in intranet.

Grade transfer is a procedure of transferring the credit and grade to a student due to change of faculty or programmes. In this case, receiving faculty will determine the outcomes based on equivalency of the subject.

General Policies for Credit Transfer:-

- i. The syllabus of the subject offered for credit transfer must cover at least 80% syllabus of the corresponding subject at MMU.
- ii. The grade obtained for the subject offered for credit transfer shall be equivalent to at least MMU grade C.
- iii. The credit value of the subject from the programme to be transferred must be the same or more than the credit value of the subject offered by MMU.
- iv. Only subjects from accredited/recognized Certificate programmes (MQF level 3) / Diploma programmes) can be considered for credit transfer.
- v. Transfer of credit from a higher level programme (e.g. Bachelor's degree) to lower program (e.g. diploma) is not permitted.

Camsys Navigation:-

Main Menu > Self Service > Survey/Applications > Service Request > click "Create New Request" button > Credit Transfer

6.6 Add & Drop Subjects

Students are expected to give serious thought to their subject selections when pre-registering for subjects so that schedules do not require adjustments when the trimester begins. However, during the first two weeks of each semester, students may make necessary changes.

During the first two weeks of each trimester, students may add and drop subjects without written approval, unless the subject is full or will cause a credit overload. The approval from faculty dean, academic supervisor and lecturer is required for the case of credit overload.

6.7 Subject Withdrawal

A student shall be allowed up to week 7 (long trimester) and week 4 (short trimester) to withdraw from any subject(s) that he registered for, provided his academic load does not fall below the prescribed minimum load.

Withdrawal will result in an automatic grade of (W) to be recorded. This grade will not be used in the computation of the Grade Point Average and Cumulative Grade Point Average for the student concerned.

6.8 Refund of Tuition Fees

The Refund of Tuition Fees is as follows:

- 100% of the subject fee shall be refunded if a student dropped from a subject within the first and second week of any trimester.

No refund shall be made during the withdrawal period of any trimester.

6.9 Transfer of Programme and Faculty

A transfer of programme or faculty occurs when students switch from an existing faculty or programme of study to a new faculty or programme that students would like to pursue. Students are required to fill in 'Change of Faculty' form for this process.

Camsys Navigation:-

Main Menu > Self Service > Survey/Applications > Service Request > click "Create New Request" button > Program Change

6.10 Leave of Absence (LOA)

Leave of Absence is defined as a student's request to be away from the University for a Minimum of a trimester to a maximum of three trimesters.

Leave of Absence may be requested on the reasons of national services, serious illness, financial problems, or compassionate reasons. Application for Leave of Absence must be supported by official documents.

An application for Leave of Absence must be made before the end of Week 7 (Long Trimester) or Week 4 (Short Trimester).

A student who is on the barring list is automatically disqualified from applying for Leave of Absence.

The official date of Leave of Absence is the date when the student submits his online leave of absence application.

No tuition fee will be charged if the Leave of Absence is applied in Week 1 or Week 2.

A student who is on Leave of Absence will still be charged Resource Fees.

Despite being granted LOA (Leave of Absence), a student shall sit for the Supplementary Examination when the subject is offered by the faculties/centres. Upon failing the Supplementary Examination, the 'I' status will be converted to 'F'.

A student on Leave of Absence should not enrol in another academic institution during the period of leave without prior approval from the University.

With the exception of National Service, Students Exchange Programme, Medical reasons and other approved reasons by Senate, the period of the student's leave or 'away from the university' shall be counted as part of the student's candidature period.

A student who fails to register for any subject after the end of the leave of absence period shall have his status to 'Dismissed'.

Students should discuss with their academic advisors prior to applying for the Leave of Absence. International students must report to the International office before applying for Leave of Absence.

Camsys Navigation:-

Main Menu > Self Service > Survey/Applications > Service Request > click "Create New Request" button > Leave of Absence

No.	Faculty / Department Name	Contact No.	Email / Website
1	Faculty of Creative Multimedia (FCM)	03-8312 5556	creative.mmu.edu.my
2	Faculty of Engineering (FOE)	03-8312 5258	www.mmu.edu.my/foe
3	Faculty of Computing & Informatics (FCI)	03-8312 5262	www.mmu.edu.my/fci
4	Faculty of Management (FOM)	03-8312 5871	www.mmu.edu.my/fom
5	Faculty of Applied Communications (FAC)	03-8312 5754	www.mmu.edu.my/fac
6	Faculty of Law (FOL)	06-252 3994	www.mmu.edu.my/fol
7	Faculty of Business (FOB)	06-252 3223	www.mmu.edu.my/fob
8	Faculty of Information Science & Technology (FIST)	06-252 3551	www.mmu.edu.my/fist
9	Faculty of Engineering & Technology (FET)	06-252 3653	www.mmu.edu.my/fet
10	Faculty of Cinematic Arts (FCA)	07-509 2030	www.mmu.edu.my/fca
11	Exam & Records Unit (ERU)	03-8312 5905	exam@mmu.edu.my
12	Admission Unit (AU)	03-8312 5143	admission@mmu.edu.my
13	International Office (IO)	03-8312 5834	isr@mmu.edu.my
14	Siti Hasmah Digital Library (SHDL)	03-8312 5593	vlib.mmu.edu.my
15	Student Affairs Division (STAD)	03-8312 5068	stad@mmu.edu.my
16	Student One-Stop Centre (SSC)	03-8312 5219	ssc.mmu.edu.my
17	Hostel Management	03-8320 9833	stad@mmu.edu.my
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Cyberjaya Community Club
Majlis Perbandaran Sepang
To Ericsson

New Entrance
CYBERJAYA CAMPUS

LEGEND	
(P)	Parking Area
FCM	Faculty of Creative Multimedia
FOM	Faculty of Management
FOE	Faculty of Engineering
FCI	Faculty of Computing & Informatics
IPS	Institute for Postgraduate Studies
CFC	Central Food Court
CLC	Central Lecture Complex
STAD	Student Affairs Division
FMD	Facilities Management Division
MPH	Multipurpose Hall
HB1&2	Hostel Block 1 & 2 (Male)
HB3&4	Hostel Block 3 & 4 (Female)
NEA	Non-executive Apartment

★	VVIP, VIP
▲	Bus



To Cyberia Apartments

To MDec