



FACULTY ACADEMIC & ADMINISTRATION BRIEFING

TRIMESTER 1 2022/2023 (2215)

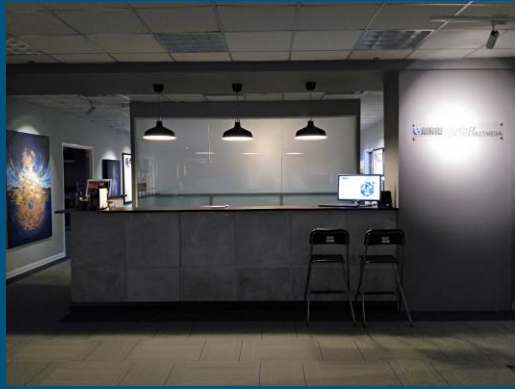
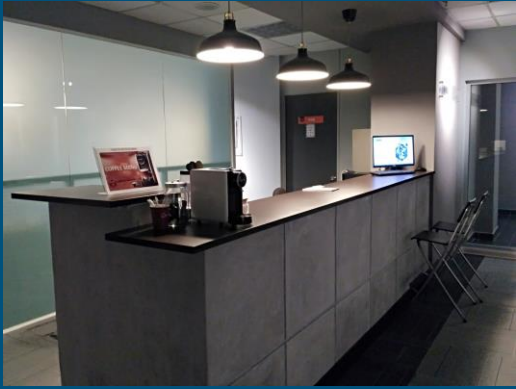


FACULTY OF
CREATIVE MULTIMEDIA

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FCM ADMINISTRATION OFFICE



FCM Building
Ground Floor

FCM ADMINISTRATION TEAM



Ms. Noralizah
Manager



Ms. Nor Azima
**Assistant
Manager**



Ms. Jariah
**Senior
Clerk**



Ms. Suhaila
Clerk

FCM ADMINISTRATION STAFF: CONTACT

No.	Name	Position	Ext. No	Email Address
1.	Ms. Noralizah Binti Abd Ali	Manager	03-8312 5550	noralizah@mmu.edu.my
3.	Ms. Nor Azima Binti Amir Norhalim	Assistant Manager	03-8312 5835	azima@mmu.edu.my
4.	Ms. Jariah binti Jamak	Senior Clerk	03-8312 5562	jariah.jamak@mmu.edu.my
5.	Ms. Suhaila Binti Shuib	Clerk	03-8312 5556	suhaila.shuib@mmu.edu.my

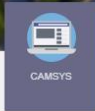
FCM General Email : fcmadmin@mmu.edu.my

FCM Virtual Office Link : <http://meet.google.com/sdt-kmms-iuk>

FCM Website : creative.mmu.edu.my

[Faculty of Creative Multimedia - home \(mmu.edu.my\)](http://mmu.edu.my)

MMU ONLINE SYSTEM



CAMSYS



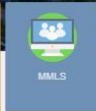
SERVICE DESK



IDM SPM PORTAL



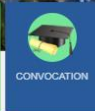
IDM ACTIVATION
GUIDELINE



MMLS



WEBMAIL



CONVOCATION

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[MMU Online Portal](#)

CAMSYS

1. Subject Registration
 - a. Add/Drop/Swap/Withdraw subjects
 - b. Class Schedule

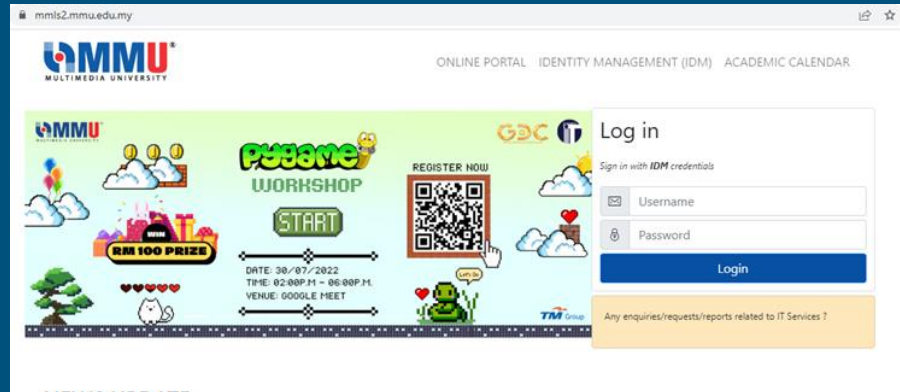
2. Online Application
 - b. Leave of Absence (LOA)
 - c. Change of Programme
 - d. Credit Transfer
 - e. On Graduation

3. Examination
 - b. Exam Slip
 - c. Exam Schedule
 - d. Exam Results

4. Academic Advisory

MMLS & CLASS INFORMATION

1. Login into MMLS : <https://mmls2.mmu.edu.my/>
1. Class information and details will be posted and announced at the MMLS.
1. Please always refer to the MMLS for the latest announcements regarding the class.
1. Class Information will be available on the MMLS after 24 hours subjects registration on the Camsys.



ACADEMIC ADVISORY

1. Each student will be assigned with Academic Advisor during the first semester and it will remain until the end of the study period.
1. The academic advisor will provide necessary advisory support, and monitor students' performance.
1. You can view your Academic Advisor from your Camsys.
1. Before the student can register for the subjects for each of the semesters, they are required to answer the Academic Advisory System survey. (COMPULSORY)

PROGRAMME STRUCTURE - Foundation / Diploma / Degree

FCM Programme Structure

Career	Total Credit Hours	Duration	
Foundation	50	1 Year	3 Semesters
Diploma	90	2 / 2.5 Years	6 / 7 Semesters
Degree	120	3 Years	9 Semesters

Semester System

Trimester	Type	Duration
Trimester 1	Long	14 Weeks + 1 Study Week + 2 Exam Weeks
Trimester 2	Long	14 Weeks + 1 Study Week + 2 Exam Weeks
Trimester 3	Short	7 Weeks + 1 Study Week + 1 Exam Weeks

PROGRAMME STRUCTURE - Foundation / Diploma / Degree

1. Category of the subject

- a. Major
- b. Core
- c. Elective
- d. MPU / University

creative.mmu.edu.my

2. Pre-Requisite Subject :

- b. Foundation : Computer Graphic 1 > Computer Graphic 2
Visual Research & Communication 1 > Visual Research & Communication 2
- b. Diploma : Design 1 > Design 2 > FYP
- c. Degree : Design 1 > Design 2 > Design 3 > Design 4 > FYP 1 > FYP 2

3. MPU 3201 Bahasa Kebangsaan A (Diploma & Degree Local Student only)

- b. Bahasa Malaysia SPM not Credited (C- and below) and not taking SPM (O-Level/A-Level/UEC/etc)
- c. Diploma Local Students : ~~Basic Academic Writing~~
- d. Degree Local Students : ~~Foreign Language~~

PROGRAMME STRUCTURE - Foundation / Diploma / Degree

1. Foundation in Creative Multimedia

Diploma Programme

1. Diploma in 3D Modelling & Animation
2. Diploma in Creative Audio
3. Diploma in Creative Multimedia

Degree Programme

1. Bachelor of Multimedia (Hons) Interface Design
2. Bachelor of Multimedia (Hons) Virtual Reality
3. Bachelor of Multimedia (Hons) Media Arts
4. Bachelor of Multimedia (Hons) Advertising Design
5. Bachelor of Multimedia (Hons) Animation
6. Bachelor of Multimedia (Hons) Visual Effects

ACADEMIC PERFORMANCE

1. Student's performance is calculated by Grade Point Average (GPA) for every semester.
2. Student Attendance below than 80% will barred. Barred = FAILED!

If Absence > please provide explanation letter with a proof to the lecturers
3. Grade C- and below is not passed. Need to retake the subject.
4. Probation
- GPA less than 2.00
5. Dismissed / Terminated
- GPA less than 2.00 for two consecutive semesters and current CGPA less than 2.00

Eligibility to Graduate

To graduate, a student must:

1. Achieve the number of credits prescribed in the programme of study with a minimum CGPA of 2.00.
2. Fulfill the Faculty's requirements for his programme of study.
3. Fulfill other requirements approved by the Senate from time to time.
4. Minimum MUET requirement with Band 3 or IELTS with 5.0 or its equivalent

LEAVE OF ABSENCE (LOA)

1. 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 (3) trimesters.
 - a. national services,
 - b. serious illness,
 - c. financial problems,
 - d. or compassionate reasons.
2. An application for Leave of Absence must be made before the end of Week 7 (Long Trimester) or Week 4 (Short Trimester).
3. No tuition fee will be charged if the Leave of Absence is applied in Week 1 or Week 2.
4. A student who is on Leave of Absence will still be charged Resource Fees.
5. A student who fails to register for any subject after the end of the leave of absence period shall have his status to 'Dismissed'.

CHANGE OF PROGRAMME/FACULTY

1. Student can change their programme or faculty.
2. Meeting of the entry requirements of the new programmes.
3. Application is through Camsys. Fill up the online application.
Open on Week 1 until Week 2 of the semester only.

CREDIT TRANSFER APPLICATION

1. For Ex- Diploma Students.
2. Maximum Credit Hours that can be transferred is 30% of the Total Credit Hours in the Programme Structure.
3. Application is through Camsys. Fill up the online application. Open on Week 1 until Week 2 of the semester only.
4. Need to provide the following documents:-
 - a. Copy of Previous Academic Transcript
 - b. Course Syllabus / Description / Information
5. Terms & Conditions for Credit Transfer:-
 - b. Syllabus must cover at least 80%;
 - c. Must grade C and above;
 - d. Credit Hours must same or more;
 - e. From accredited/recognised institutions or certificate programmes
 - f. MPU/University subjects cannot be transferred

TUITION FEES

1. Tuition Fees will be calculated based on the Credit Hours registered per trimester.
1. Finance Department will generate the Invoice by week 5 of every semester.
1. Students need to pay the tuition fees before the examination week for every semester.
1. 100% of the tuition fee shall be refunded if a student drops the subject within the 1st and 2nd week of the semester.
1. No refund shall be made during the withdrawal period of any trimester.
1. Any matters regarding fees please contact the Finance Department.

Email Address : finance@mmu.edu.my / ar@mmu.edu.my / cmd@mmu.edu.my

SUBJECT REGISTRATION

1. Students need to register the subject by themselves for every semester.
2. Subject registration is open from the end of the semester until the 2nd week of the next following semester. Any add, drop or withdrawal of subjects only can be accepted within this period.
3. Students are required to register subjects by following the programme structure and student planner.
4. Eligibility to Register Subject:-
 - a. Has no outstanding fees
 - b. Has passed the subject's pre-requisite
 - c. Follows the academic load allowed for the student based on his programme and result status.
5. Maximum number of Credit Hours (CH) allowed to register per semester (Academic Load)
 - b. Long Semester : 20 CH
 - c. Short Semester : 10 CH

ACADEMIC CALENDAR

Trimester 1 2022/2023

Option*	Session	Activities	Dates	Duration	Remarks
1	S1	Lecture/Tutorial/Lab	31 Oct – 18 Dec 22	7 weeks	MMU Convo: 26 – 28 Nov
		Exam Week	19 Dec – 25 Dec 22	1 week	
	S2	Lecture/Tutorial/Lab	26 Dec 22 – 12 Feb 23	7 weeks	
		Study Week	13 Feb – 19 Feb 23	1 week	
		Exam Week	20 Feb – 26 Feb 23	1 week	
		Trimester Break	27 Feb – 19 Mar 23	3 weeks	
2	14 Weeks	Lecture/Tutorial/Lab	31 Oct – 5 Feb 23	14 weeks	
		Study Week	6 Feb – 12 Feb 23	1 week	
		Exam Week	13 Feb – 26 Feb 23	2 weeks	
		Trimester Break	27 Feb – 19 Mar 23	3 weeks	

**THANK YOU
ALL THE BEST!**

Q&A SESSION