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# ESSENTIAL FRESHMEN GUIDE

## 新生手册

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## 新生指南

### 1：如何上网查询课程表？

第一步：前往校园网 <http://www.sc.edu.my/sccn/login.php>

The screenshot shows the login interface for the Southern College Campus Network. It features a logo with a stylized building and the text "南方學院校園網" and "Southern College Campus Network". Below the logo is a form with fields for "帐号" (User ID) and "密码" (Password), both currently empty. A "登入 LOGIN" button is at the bottom of the form. To the right of the form, there is a welcome message in Chinese and English, instructions for logging in (using Student ID for students, Staff ID or Lecturer ID for staff/lecturers), and links to other parts of the site like the library and Mahua Literature Centre. At the bottom left, it says "Develop By Southern College Computer Center Development Team." and at the bottom right, it includes copyright and compatibility information.

第二步：输入你得帐号与密码（例如：User ID=QB1234567890； Password=xxxxxxxx）

This screenshot is identical to the one above, but with sample login credentials filled in: "User ID" is set to "QB1234567890" and "Password" is set to "xxxxxxxx". The rest of the page content, including the welcome message, links, and footer information, remains the same.

第三步：进入你的学生户口后，点击课程表图示。

The screenshot shows the login screen of the Southern University College Network Campus. After logging in, the main dashboard appears. On the left, there's a 'Welcome' box showing user details: 帐号: F140160C, User ID: Kha Shi Jie, 姓名: 何思杰, and a link to view history. Below it is a 'Common Reference' section with links to subjects enrollment, report writing, and laptop utility guides. The main content area has several icons for different services. One icon, labeled '课程表 Time Table', is highlighted with a red circle.

第四步：课程表将会显示在荧幕上。

## 2: 选课注意事项

### **MPU 2213 与 BMPU3213 国语 A**

- SPM 成绩之马来西亚文未考获优等者必须选修 Bahasa Kebangsaan A 为 U2 科目。
- SPM 成绩之马来西亚文考获优等者必须以一门选修来代替 Bahasa Kebangsaan A。
- 持 UEC 成绩入学者不可豁免 Bahasa Kebangsaan A。

### **CITL 1012                   当代资讯技能**

- “当代资讯技能”为一门两学分的课程。
- 开设“当代资讯技能”之目的为提升学生对现代资讯的知识及技能，同时学习解决问题及有效地运用资讯科技。
- 所有的大专生必须修读这门课。
- 上课出席记录必须保持在 75% 或以上。未达到此项上课出席率者，必须再重修这门课及缴付学分费。
- “当代资讯技能”之成绩将显示在学业成绩单上，唯不列入 GPA 及 CGPA 的计算范围内，此学分也不计算在总学分内。
- 所有的文凭班的学生必须在第一学年的第一个学期或第二个学期完成修读这门科目。
- 学生必须及格通过这门科目（考获不及格的学生必须重修这门科目）。

### **CHIN 1033 & UMPU 3043           华文**

- 曾修习华文的学生（华裔及非华裔），请选择华文。

### **CHIN 1003 & UMPU 3033           基础华文**

- 不曾修习华文的学生（华裔及非华裔），请选择基础华文。

### **3: 生命二十 (MPU2412, 2 学分) / 生命三十 (LMPU3412, 2 学分)**

学习生涯包括了聆听、阅读、服务以及其他。因此我们推介“生命二十 / 三十”以加强学生的生活品质。

a. 演讲 / 座谈会等：

- 为了让学生接触更多不同的学术观点和人生观。
- 每一位出席演讲 / 座谈会等的学生，在得到负责老师的确认后，将获得一个点数。

b. 名著阅读：

- 为了培养独立学习，以发展学生的洞察力，思想、思维能力和好学的习惯。
- 学生在阅读经典或名著后，须与相关的老师展开讨论或进行简单的测试，就可获得三个点数。

c. 社会服务：

- 为了训练我们的学生愿意为他人服务并随时愿意献出服务，也真正了解服务的意涵，我们鼓励学生们积极参与校外的社区服务活动。
- 社会服务每次最少四小时，超过四小时以每小时计算，服务一小时获一点数。例如：服务四小时获四点数；连续服务 6 小时获 6 点数，以此类推。
- 社会服务必须以群组方式进行。每组至少四人，行前需交上计划书到通识中心以获批准，活动后亦需缴交活动报告书。

d. 交换与学习计划：

凡参与由学校或学院所批准之交换与学习计划之学生，为期半学期者可获 8 点数，为期一学期者可获得 15 点数。

**备注:**

1. 学生必须在最后一个学期选修生命二十 / 三十，并在该学期的规定期限内缴交生命二十 / 三十护照到通识教育中心。
2. 从演讲/讲座、名著阅读、社会服务和交换与学习计划中累计 10 或 15 个点数，将获得一个学分。
3. 所累计的点数必须包括演讲/讲座、名著阅读和社会服务领域。
4. 学生必须在毕业前完成生命二十 / 三十的 2 个学分。
5. 从本校文凭班毕业，直接进入第二年的学生同样需完成生命二十 / 三十的 2 个学分，学生也需遵守备注 1 及备注 2 之条规。

**点数计算例子：**

类别	点数
8 场研讨会、座谈会、讲习会等	8
2 本名著	6
16 小时社会服务	16
总点数	30
所获学分 (30/15)	2 学分

\* 详细资料，请到本校通识中心网站下载通识教育手册。

## **4: 国家高等教育基金贷款申请**

### **申请之前**

- a) 在 CIMB Bank 开设一个个人储蓄户口;
- b) 在 Maybank 开设 SSPN 户口;
- c) 向 Bank Simpanan National 购买一组密码(RM 5)。



### **第一次说明会（介绍）**

- a) 学生必须出席由学生事务处在迎新周主办的第一次说明会。



### **第二次说明会（线上申请）**

- a) 学生必须携带所有相关文件以及自己的笔记型电脑进行线上申请;
- b) 开放申请的月份为三月、四月、八月和九月;
- c) 学生必须缴交 RM50 的申请费用 (印花税与行政手续费等等)。



### **第三次说明会（缴交文件）**

- a) 当国家高等教育基金贷款批准申请后，学生必须重 PTPTN 网站下载 PTPTN 贷款合约，打印成一式两份以及相关文件;
- b) 请留意学生事务处公告的缴交文件日期;
- c) 学生事务处将会协助检查所有文件，并邮寄至吉隆坡 PTPTN 总部。



### **第四次说明会（索取 PTPTN 贷款合约）**

- a) 当第一笔贷款款项汇入学生户口后，学生需到学生事务处索取一份正式贷款合约；



### **完成**



## 5: 学生团体保险

学生保险（本地生）

自 2014 年第二学期开始，所有南方大学学院在籍学生都在美国友邦保险集团（大马）之团体个人保险保障计划中获得保障。每位学生每年将付马币 30 令吉的保费，以获得保障。保障范围、赔偿数额以及申请理赔程序如下：

序	权益	理赔数额 (RM)
1	意外死亡与永久伤残	30,000
2	永久伤残额外开销	20,000
3	公共交通意外死亡额外开销	30,000
4	校园内意外死亡	30,000
5	攫夺意外死亡	30,000
6	意外医疗开销： a) 口腔治疗 b) 中医 c) 一般内科 d) 医疗报告	最高 2,000 最高 750 最高 300 最高 200 最高 100
7	每日住院收入（最高 120 天）	每日 50
8	救护车费用	最高 500
9	骨痛溢血热症	200
10	意外烧伤	最高 3,000
11	家属探望 a) 本地生 b) 外籍生	最高 1,500 最高 5,000
12	缩短修业	最高 5,000
13	葬礼开销	3,000
14	遣送遗体 a) 本地生 b) 外籍生	马来西亚境内不限 外籍生最高 25,000
15	运输开销	最高 3,000
16	强奸创伤	3,000

17	攫夺	200
18	教育津贴	20,000
19	校园事件	函盖
20	亚太地区 24 小时旅游保障	函盖

(注：所有条款以保单契约内容为准)

## **申请意外与病痛理赔程序**

在意外与病痛事件中，学生 / 家长 / 直系亲属应：

- 尽快通知南方大学学生事务处；
- 超过马币 500 令吉的个人意外理赔需付上医生报告及医疗护理证明。
- 提呈一切所需与相关文件，否则将不予与接受申请
- 用 A4 纸影印所有由专业人士（医生）验证之相关文件，最后在意外与病痛发生日期的一个月内向学生事务处提出保险理赔

## **申请死亡理赔程序**

在病痛死亡或意外死亡事件中，家长 / 直系亲属应该：

- 根据上述申请意外与病痛理赔程序提出理赔，并且死亡理赔请使用相同的申请表格，并提呈下列文件：
  1. 完整的理赔通知表格
  2. 正本或经验证影本之死亡证明与丧葬许可
  3. 正本或经验证影本之验尸证明（如有）
  4. 警方提供之外意外事故报告
  5. 双亲与学生身分证影本
  6. 双亲结婚证书
  7. 意外事故之新闻剪报（如有）

## **联络方式：**

学生事务处

电话：+607 5586605 （分机 110/156）

传真：+607 5563306

## 6: 图书馆电子资源

除了纸本馆藏，本校师生也可使用本馆订阅的电子资源或网上其它可免费使用的开放式电子资源。

### 查阅资料库列表

步骤 1: 打开图书馆网页 <http://www.southern.edu.my/lib/>

步骤 2: 点击左边的“电子资料库”（Databases）以查看资料库列表。

步骤 3: 您可依据资料库名字（By Title）或适用科系（By Subject）的排列来浏览；“3+0 Programme”仅供韦尔斯大学与迪赛德大学课程讲师与学生使用。

The screenshot shows the library's database search page. At the top left is a 'Language' dropdown set to 'English (UK)'. Below it is a 'Collections' sidebar with links like 'About the Library', 'Library Catalogue', 'New Arrivals', etc. The main content area has a title '电子资料库 Databases (title)' and navigation links 'By Title', 'By Subject', and '3+0 Programme'. It also includes a browse menu 'Browse By: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z' and several status indicators: 'Subscribed (Only available for Southern UC staff and students)', 'Free/Open Access', and 'Require downloading fee (For details, please approach the Library Circulation Counter/Reference Desk)'. A specific database entry for 'A' is highlighted, showing 'Airiti Library 华艺线上图书馆' and a note about its scope: '收录台湾及中国中文为主要语言出版的学术文献，另纳入美国、香港、马来西亚等国出版之中英文期刊。' There is also a small lock icon next to the entry.

## 图书馆订阅/自建资料库简介

	名字	内容	备注
1.	<b>CNKI 中国知网</b>	1. 期刊（文学/历史/哲学；医药/卫生） <a href="http://gb.oversea.cnki.net/">http://gb.oversea.cnki.net/</a> 2. 硕博论文（文学/历史/哲学） <a href="http://gb.oversea.cnki.net/">http://gb.oversea.cnki.net/</a>	校内使用；同时在线人数为 5 人，即同一时间如有第 6 人登录会被拒绝。
2.	<b>ProQuest Ebook Central (formerly known as Ebrary)</b>	提供超过 140,000 种全文与各学科电子书。 <a href="http://site.ebrary.com/lib/sclib/">http://site.ebrary.com/lib/sclib/</a>	校内外皆可使用；校外通过网上学习系统登录。
3.	<b>ProQuest Research Library</b>	含盖主题：人文、商业、健康与医学、历史、文学与语言、科学与技术、社会科学等等。收录自 1971 年以来超过 6000 种刊物（全文超过 5000 种）。类型包括各类学术期刊、杂志及报刊。 <a href="http://search.proquest.com/index">http://search.proquest.com/index</a>	校内外皆可使用；校外通过网上学习系统登录。
4.	<b>Southern UC Digital Archive 南方大学学院数位典藏系统</b>	包含 4 个自建资料库：马华文学论文索引资料库，南方大学学院剪报资料库，校园植物图鉴资料库及南方沙龙资料库。马华文学论文索引资料库及南方大学学院剪报资料库提供马华文学相关的剪报与期刊论文及本校相关新闻的剪报资料。 <a href="http://xsystem.sc.edu.my/">http://xsystem.sc.edu.my/</a>	校内使用。

欲询问进一步详情请联络图书馆馆员或电邮至 [libref@sc.edu.my](mailto:libref@sc.edu.my) 。

## 7: 学生校园服装仪容



在校园内出席课堂，课业辅导，考试，工作坊或任何学术活动时，学生  
应该穿着整齐。



当你在校园时，请记得  
时时保持你的服装仪容整齐

穿着不得体之学生将可能被禁止进入校园内之各种场所。

## **8: 校园安全与交通条规**

1. 本校园仅开放给拥有“南方大学学院汽车通行证”之车辆进入。  
[线上申请：校园网→输入学号 / 密码→点选“汽车通行证”]
2. 无通行证之车辆或校外访客须出示有效证件并在保安亭进行登记，方能进入校园。
3. 所有车辆必须遵守校内交通标志、标线之指示、规定行驶速度及停车地点。
4. 违规停放之车辆将上锁，开锁费为 RM30。请到“财务处”(ROOM 103) 进行缴费，然后到“物产管理与庶务处”(ROOM 105) 处理开锁事宜。
5. 车辆在校园内限速 30 KM/H。
6. “C”区停车场将于每日傍晚 7 时 30 分至次日上午 6 时正关闭。请在傍晚 7 时 30 分之前将车移至主楼区停车处。
7. 请把您的车辆锁好及避免将任何贵重物件置于车内。任何遗失、损失、意外事件或偷窃事件，本校管理层将一概不承担任何责任。
8. 如有蓄意破坏或过失而造成任何破坏，肇事者必须承担责任及对相关损失做出赔偿。
9. 本校管理层人员或保安有权截查任何可疑车辆。车主及乘客务必全力配合。
10. 条例若有不尽善之处，得由本校管理层随时修订。

**大学接驳车时间表**

国光小学对面 PETRON 油站↔南方大学学院食堂前	
时间	上车地点
早上 7:30	国光小学对面 PETRON 油站
早上 9:30	国光小学对面 PETRON 油站
中午 12:30	南方大学学院食堂前
下午 3:30	南方大学学院食堂前
下午 5:00	南方大学学院食堂前

注：

1. 校车号码：JJV336 (KIA)
2. 每名学生每趟的收费为 RM1.20，并以固本缴费。固本可到会计与财务处 Room 103 购买。

## Freshmen Guide

### 1: How to check the time table for every semester?

Step 1: Go to <http://www.sc.edu.my/scen/login.php>

The screenshot shows the login interface for the Southern College Campus Network. At the top left is the college's logo and name in Chinese and English. To the right is a welcome message and links to various campus services like the library and Mahua Literature Centre. Below the header is a login form with fields for User ID and Password, and a '登入 LOGIN' button. At the bottom left is a 'Develop By' note, and at the bottom right is a copyright notice.

南方學院校園網  
Southern College Campus Network

欢迎使用南方学院校园网  
Welcome using Southern College Campus Network

帐号:  User ID:   
密码:

登入 LOGIN

... 如何是学生, 学号为您的帐号(以学生证为准). 教职员或讲师, 编号为您的帐号.  
Students, please use your Student ID (refer to Student Identity Card) as User ID to login. Staffs and Lecturers, please use your Staff ID or Lecture ID as User ID to login.

... 若有任何疑问, 请联系电脑中心. 分机号码为144或电邮致 cc@sc.edu.my  
For any inquiries, please contact Computer Center at extension 144 or at cc@sc.edu.my

[图书馆网站 Library Home Page]  
[马华文学馆网站 Mahua Literature Centre Home Page]  
[课程名单 Subject Name List]  
[学生电子邮件 Student Email]

Develop By  
Southern College Computer Center Development Team.

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This site is best viewed with IE 6.0+ or Netscape 6.0+ in 800x600 and above screen resolution.

Step 2: Key in your User ID and Password. (example: User ID=QB1234567890; Password=xxxxxxx)

This screenshot is identical to the one above, but it includes sample login credentials: User ID 'QB1234567890' and Password 'xxxxxxx' filled into the respective fields. The rest of the interface, including the header, footer, and service links, remains the same.

南方學院校園網  
Southern College Campus Network

欢迎使用南方学院校园网  
Welcome using Southern College Campus Network

帐号:  User ID:   
密码:

登入 LOGIN

... 如何是学生, 学号为您的帐号(以学生证为准). 教职员或讲师, 编号为您的帐号.  
Students, please use your Student ID (refer to Student Identity Card) as User ID to login. Staffs and Lecturers, please use your Staff ID or Lecture ID as User ID to login.

... 若有任何疑问, 请联系电脑中心. 分机号码为144或电邮致 cc@sc.edu.my  
For any inquiries, please contact Computer Center at extension 144 or at cc@sc.edu.my

[图书馆网站 Library Home Page]  
[马华文学馆网站 Mahua Literature Centre Home Page]  
[课程名单 Subject Name List]  
[学生电子邮件 Student Email]

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This site is best viewed with IE 6.0+ or Netscape 6.0+ in 800x600 and above screen resolution.

**Step 3: After log in your student account, please click the icon.**

南方大学学院校园网  
Southern University College Network Campus

Login Date/Time: 2014,Friday, Sep 19, 10:35:01 am

欢迎使用 Welcome

帐号: F140160C  
User ID:  
姓名: 何思杰  
Name: Kha Shi Jie  
>> Click here to view history  
登出 Logout

Common Reference

Subjects Enrollment-User Guide  
Report Writing Guide  
>>> Laptop Utility User Guide

选课表 Student Time Table  
View Subject Results  
学生选课 Subject Registration  
加/退选课 Add/Remove Subject  
确认科目 Enrolled Subject(s)  
缺席记录 Attendance Status  
学生修课意见调查表 Survey  
课程表 Time Table  
欠费记录 Owing Records  
重要通告 Important Notice

**Step 4: The time table will be shown in the screen.**

## **2: English Placement Test**

### **Purpose of the English Placement Test**

The English Placement Test is designed to assess the level of grammar, listening, reading and writing skills of entering students so that they can be placed in appropriate General English classes. The specific English classes will help strengthen their English skills and improve their weaknesses in language usage.

### **Requirements**

The English Placement Test is the college enrolment test. All new students registered for Bachelor degree, Foundation and Diploma courses are required to take the test unless they are exempted under certain conditions (see “Test Exemptions” below).

Students are required to take the test **ONCE** only. Students who fail to take the test are not allowed to register for any General English classes. General English is an MQA requirement course for college students:

Programmes	General English courses
Diploma	Foundation English, Intermediate English
Foundation	Foundation English, Intermediate English
Degree	Fundamental English, Advanced English

### **Test Exemptions**

1. The SUC English Placement Test must be completed by all entering undergraduates, with the exception of those who present proof of one of the following:
  - i. A score of IELTS band 5.5 or above
  - ii. A score of MUET band 4 or above
  - iii. A score of TOEFL iBT 70 or above
  - iv. A score of 1119 English C5 or above
  - v. A score of GCE English B or above
  - vi. A score of UEC English A

- vii. Transfer students from Diploma or Foundation programmes to Bachelor Degree programmes
- viii. Students enrolled in the Department of English programmes

**Students meeting one of the exemption criteria above may submit evidence of eligibility for exemption, i.e. academic transcripts and/or official documents to the Department of English (DOE).**

- 2. Students who fail to sit for the test due to illness or any other unavoidable circumstances must
  - i. Contact General English Programme Coordinator to make arrangements for deferred test;
  - ii. Submit a medical certificate or a relevant document.

### **3: Notice for Subject Enrolment**

MPU2213 & BMPU3213 Bahasa Kebangsaan A

- Students who do not have a credit in SPM Bahasa Melayu need to enrol Bahasa Kebangsaan A offered under category U2. Students who have a credit in SPM Bahasa Melayu need to enrol an elective subject offered under category U2 as a replacement for Bahasa Kebangsaan A. A credit in Bahasa Malaysia at UEC level cannot be given an exemption from enrolling in Bahasa Kebangsaan A.

CITL 1012      Contemporary Literacy

- Contemporary Literacy is a two credit subject.
- The objective of Contemporary Literacy is to acquire knowledge and skills in information literacy, problem-solving and effective communication with the use of ICT.
- All new diploma students have to enrol this subject.
- The attendance record of this subject for the whole semester has to be 75% or above. Students whose attendance falls below this will have to enrol and pay subject registration fees again in the following or subsequent semester.
- The grade of the subject will be indicated in the result slip. It is not included in the calculation of GPA or CGPA and also not included in the total credits required for graduation.
- All new diploma students have to enrol CITL 1012 either in Semester 1 or Semester 2 of the first academic year.
- Students are required to pass this subject (Those who fail will have to retake the subject).

CHIN 1033      & UMPU 3043 Chinese

- Chinese and Non-Chinese students who have attended Chinese education must register for Chinese.

CHIN 1003      & UMPU 3033 Basic Chinese

- Chinese and Non-Chinese students who have never attended Chinese education must register for Basic Chinese.

## **4: Life 20 (MPU 2412, 2 Credits) / Life 30 (LMPU 3412, 2 Credits)**

Learning life should listen, read, and do services and more. So we launch “Life 20/30” to enhance the student’s quality of life.

- a. Seminar:
  - To encourage students to explore different types of academic view and value of life.
  - Every student who attends a seminar will earn 1 point after approval by lecturer in charge.
- b. Classical Books Reading:
  - To promote independent learning and to develop the student’s insight, penetration of an idea, thoughtful consideration and studious reflection.
  - Every book read and the completion of a report or oral discussion with the related lecturer will earn 3 points.
- c. Voluntary Work:
  - To train our students to become people who are willing to work and are always welcome to bring additional value to an organization’s work and understand the significance of “work”, we would like to encourage participation in off-campus community service activities.
  - Voluntary work is minimum 4 hours for each time, more than 4 hours points are accumulated according to the number of hours, 1 hour eligible for 1 point. For instance, 4 hours of service earn 4 points; 6 hours service continuously will earn 6 points, and so on.
  - Voluntary work should be conducted in group. At least four students in each group. A proposal should be submitted to General Studies Centre for approval before the activity. A report should also be submitted after the activity.
- d. Student Exchange and Learning Programme:
  - Students, who participate in foreign student exchange and learning programme which is approved by the School and College for half semester will earn 8 points, for those who participate for one semester, they will earn 15 points.

Remarks:

1. Students should register life 20/30 course in the last semester and submit the life 20/30 passport to GSC before the due date.
2. With every 10 or 15 points accumulated from field 1-4, students will earn 1 credit.
3. Points obtained must include points earned from the area 1, 2 and 3.
4. Students must get 2 credits before they can graduate.
5. Students entering as second year transfers still need to complete 2 credits of Life 20/30, students are also required to comply with rules 1 and 2.

Example of calculation for Life 30:

Activities	Score
8 Seminars	8
2 Classical Text Reading	6
16 hours Voluntary Service	16
Total Points Earned	30 Points
Total Credit Earned (30/15)	2 Credits

\* For more details, please download the General Studies Handbook for GSC website.

## **5: PTPTN Loan Application**

### **BEFORE APPLICATION**

- a) Open personal saving account at CIMB bank;
- b) Open SSPN account at Maybank;
- c) Buy PTPTN PIN number (RM5.00) at Bank Simpanan National.



### **FIRST BRIEFING BY STUDENT AFFAIRS OFFICE (SAO) - (INTRODUCTION)**

- a) Students must attend the PTPTN Briefing by SAO during Orientation week.



### **SECOND BRIEFING BY STUDENT AFFAIRS OFFICE (SAO) - (ONLINE APPLICATION)**

- a) Students must bring relevant documents and own laptop to do the application via online;
- b) Application months include March, April, August, and September;
- c) Students pay the application fees of RM 50 (Setem Hasil & PTPTN Processing fee) to SAO.



### **THIRD BRIEFING BY STUDENT AFFAIRS OFFICE (SAO) - (SUBMITTING DOCUMENTS)**

- a) After PTPTN is approved, students must download PTPTN Agreements from PTPTN Website and print out 2 sets of PTPTN Agreements and relevant documents;
- b) Submit documents on the date stated on the Student Affairs Office notice board;
- c) SAO will check the hardcopy of PTPTN Agreement and send to KL HQ by post.



### **LAST BRIEFING BY STUDENT AFFAIRS OFFICE (SAO) (COLLECTING PTPTN AGREEMENT)**

- a) After the loan is credited to students account, students should collect hardcopy of PTPTN Agreement from SAO;



**END**



## **6: Insurance**

### **Student Insurance (Local Students)**

All registered students of the Southern University College, are under the protection of the Group PA AIG Malaysia Insurance Berhad Plan. Each student is charged an amount of RM30.00 a year to obtain insurance cover that is arranged by the Southern University College. The Southern University College has a contract with AIG Malaysia Insurance Berhad for the duration from B Semester 2014 onward. The scope and amount covered and also the insurance claiming procedure are as follows:

No	Benefits	Sum Insured (RM)
1	Accident Death and permanent Disablement	30,000
2	Additional Payout for Permanent Total Disablement	20,000
3	Additional Payout for Accident Death on a common carrier	30,000
4	Accident Death on College Premises	30,000
5	Accident Death on Snatch Protection	30,000
6	Accident Medical Reimbursement subject to the sub limits as follows: a) Accidental Dental Treatment b) Traditional Medicine c) Physician Benefits d) Medical Report fees	Up to 2,000 Up to 750 Up to 300 Up to 200 Up to 100
7	Daily Hospital Income (up to 120 days)	50 per day
8	Ambulance Fee	Up to 500
9	Dengue Recuperation	200
10	Accidental Burns	Up to 3,000
11	Compassionate Visit a) Local Student b) Foreign Student	Up to 1,500 Up to 5,000
12	Study Curtailment	Up to 5,000
13	Funeral Expenses	3,000
14	Repatriation of Mortal Remain a) Local Student b) Foreign Student	Unlimited within Malaysia Up to 25,000 for foreign student
15	Mobility Expenses	Up to 3,000
16	Rape Trauma	3,000

17	Snatch Theft	200
18	Education allowance	20,000
19	College/University Event Cover	Include
20	24 hours Travel Guard Asia Pacific Services	Included

\*IMPORTANT NOTICE: ALL TERMS AND CONDITIONS SUBJECT TO POLICY CONTRACT  
**Claiming Procedure Due To Accident And Illness**

In the event of an accident or illness, a student or parent/next of kin shall:

- notify the Student Affairs Office, Southern University College as soon as possible;
- For personal accident claim more than RM500 and need doctor report, attached herewith certificate of medical attendance form to be fill up by doctor.
- provide information based on the checklist and attach any relevant supporting documents. Forms which are incomplete or without relevant supporting documents will not be considered;
- make copies of the supporting documents using A4-sized paper and certified by an officer from the Professional & Management Group (Doctor); and
- Forward the insurance claim to the Student Affairs Office within one (1) months from the date of accident or illness.

**Claiming Procedure Due To Death**

In the event of Natural Death (Illness) or Death (**due to accidental causes**), a parent/next of kin shall:

- make the claim in accordance with the Procedure for Claim due to Accident or Illness in paragraph (b) above; and
- For death claim, please use the same claim form and please submit requirements as below:
  1. Fully Completed Claim Notification Form
  2. Original or certified true copy of death certificate and burial/cremation permit
  3. Original or Certified True copy of detailed post mortem / autopsy report where (applicable)
  4. Police Report on the alleged accident
  5. Both parents photocopy IC and student photocopy IC
  6. Parents' marriage certificate
  7. Newspaper cutting about the accident if applicable

**Contact information:**

Student Affairs Office

General Line: +607 5586605 (EXT: 110/156)

Fax: +607 5563306

## **7: Library E-Resources**

Besides the collection in the library, students, faculty and staff can access to the E-resources that the library subscribes, or other good E-resources that are freely available on the internet.

### **How To Access**

Step 1: Go to the library homepage <http://www.southern.edu.my/lib/>

Step 2: Click on “Databases” on the left to see a list of databases.

Step 3: You can explore the databases by title or by subject; “3+0 Programme” is exclusively for lecturers and students of Teesside and Wales programmes.

The screenshot shows the library's homepage with a sidebar on the left. The sidebar has sections for 'Language' (set to English (UK)), 'Collections' (with links to About the Library, Library Catalogue, New Arrivals, Audio Visual Material, Periodicals Catalog, Current Newspaper, Reserve Book List, and Reference CD), and a search bar. The main content area is titled '电子资料库 Databases (title)' and includes links for 'By Title', 'By Subject', and '3+0 Programme'. It also features a 'Browse By' menu with letters A through Z. Below these are icons for 'Subscribed' (available for staff and students), 'Free/Open Access', and 'Require downloading fee' (with a note about approaching the circulation counter). A specific database entry for 'Airiti Library 华艺线上图书馆' is shown, noting it collects works from Taiwan and China, and includes a download icon.

### **Introduction of Library Subscribed / Self-Developed Databases**

	<b>Database Titles</b>	<b>Contents</b>	<b>Remarks</b>
5.	<b>CNKI</b>	<p>3 . Journals (Literature/History/Philosophy; Medicine/Health) <a href="http://gb.oversea.cnki.net/">http://gb.oversea.cnki.net/</a></p> <p>4 . Masters' Theses &amp; Doctoral Dissertations (Literature/History/Philosophy) <a href="http://gb.oversea.cnki.net/">http://gb.oversea.cnki.net/</a></p>	Free on-campus access; 5 concurrent users, i.e. the 6 <sup>th</sup> user will be rejected to access.
6.	<b>ProQuest Ebook Central (formerly known as Ebrary)</b>	<p>It offers more than 140,000 Full Text &amp; multi-discipline E-Books collection. <a href="http://ebookcentral.proquest.com/lib/scilib-ebooks">http://ebookcentral.proquest.com/lib/scilib-ebooks</a></p>	Free on-campus access; Access through E-Learning while off-campus.
7.	<b>ProQuest Research Library</b>	<p>The best coverage of the most used popular subjects: Arts, Business, Health &amp; Medicine, History, Literature &amp; Language, Sciences &amp; Technology, Social Science. It provides more than 6,000 titles – over 5,000 in full text – from 1971 forward. It features a highly-respected, diversified mix of scholarly journals, trade publications, magazines, and newspapers. <a href="http://search.proquest.com/index">http://search.proquest.com/index</a></p>	Free on-campus access; Access through E-Learning while off-campus.

8.	<b>Southern UC Digital Archive</b>	<p>It includes 4 self-developed databases: Malaysian Chinese Literature Database, Southern UC Newspaper Clipping Database, Campus Plant Databases, and NanFang Salon Database. <a href="http://xsystem.sc.edu.my/">http://xsystem.sc.edu.my/</a></p>	On-campus access.
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➲ Please contact the Reference Librarian or E-mail [libref@sc.edu.my](mailto:libref@sc.edu.my) for further information.

## **8: Campus Dress Code for Students**



**Students should be decently dressed while attending lectures, tutorials, examinations, workshops or any other activities while in campus**



Please be reminded to comply with the dress code when you are in campus at all times.

**Students who do not dress appropriately may be barred from entering the university premises.**

## **9: Campus Security and Traffic Rules**

1. Only open to vehicles that with “Southern UC Car Pass Sticker” to enter the campus.  
[Online Application: Campus Network→Enter Student ID/Password→Choose “Car Pass Sticker”]
2. Vehicles and visitors without Southern UC car pass sticker must have to register at Security Guardhouse before enter the campus.
3. All vehicles must follow to campus traffic directions, road lines, speed limit and legal parking areas.
4. Any illegal parked vehicle is subject to a fine of RM30 to be paid at the Account and Finance Office (Room 103) then present the receipt to Asset Management & General Affairs Office (Room 105) staff to unlock the vehicle.
5. Speed limit in campus is 30 KM/H.
6. The Car Park “C” will be closed from 7:30pm to 6:00am every day. Please move your vehicle to the Main Building parking areas before 7:30pm.
7. Please lock your vehicle and do not put any valuable belongings inside the car. The Campus Management will not responsible for any loss, damage, accident or theft.
8. If vandalism or negligence of any damages, the perpetrators have to bear all the damage costs.
9. The Campus Management or Security Officers / Rela have the right to stop and search any suspicious vehicles, drivers and passengers. Please fully co-operate.
10. The Campus Management reserves all the rights to amend all rules and regulations that are not adequate.

## **University Shuttle Van Timetable**

Petron Bus Station opposite to Guo Guang Primary School↔ Southern University College	
Time	Waiting Place
7:30am	Petron Bus Station
9:30am	Petron Bus Station
12:30pm	Southern University College
3:30pm	Southern University College
5:00pm	Southern University College

Notes:

1. SUC Van number is JJV336 (KIA)
2. The fare is RM 1.20 per trip. You may buy the coupons from Account and Finance Office Room 103.