

# SWINBURNE UNIVERSITY OF TECHNOLOGY

SARAWAK CAMPUS



# **School of Foundation Studies**

**(Orientation /  
Meet and Greet Session)  
Semester 1, 2020**



# **AGENDA**

**ABOUT US**

**SCHOOL EXECUTIVE TEAM**

**HOW DOES YOUR LEARNING JOURNEY START?**

**WHAT ARE THE UNITS UNDER EACH PROGRAM?**

**WHAT TO EXPECT FROM UNIVERSITY LIFE?**

# ABOUT US

Melbourne, Australia



Kuching, Sarawak

# SCHOOL EXECUTIVE TEAM



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# SCHOOL EXECUTIVE TEAM



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**Academic Coordinator**

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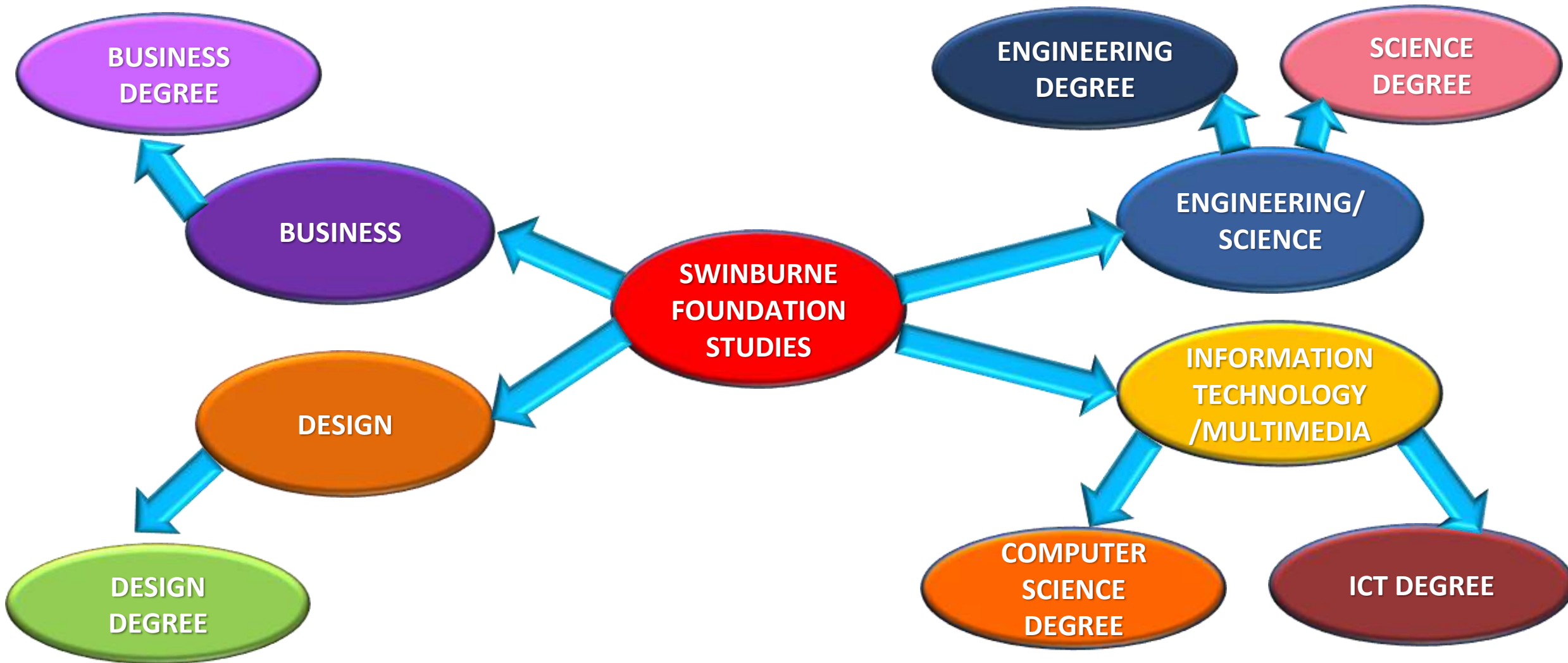
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# HOW DOES YOUR LEARNING JOURNEY START?



# SCHOOL OF FOUNDATION STUDIES (BUSINESS PROGRAM)

APRIL Semester, 2020	AUGUST Semester, 2020
Academic and Communication Skills A	Academic and Communication Skills B
Innovation and Change	Accounting
Information Technology	<u>Choose 2 Electives:</u> Marketing Law Mathematics for Computing Programming Design Studies Multimedia
Introductory Mathematics	
Economics	

Students must complete **Mathematics for Computing** to articulate to the following Degree:

- Computer Science

Students are highly recommended to complete **Programming** to articulate to the following Degree:

- Information Technology
- Computer Science



# SCHOOL OF FOUNDATION STUDIES (DESIGN PROGRAM)

APRIL Semester, 2020	AUGUST Semester, 2020
Academic and Communication Skills A	Academic and Communication Skills B
Innovation and Change	Design Studies
Information Technology	<u>Choose 2 Electives:</u> Fundamental of Web Technology Mathematics for Computing Programming Marketing
Introductory Mathematics	
Multimedia	

Students must complete **Introductory Mathematics** to articulate into the following Degree:

- Business (Accounting)
- Business (Accounting and Finance)
- Business (Finance)
- Information and Communication Technology

Students must complete **Mathematics for Computing** to articulate into the following Degree:

- Computer Science

Students are highly recommended to complete **Programming** to articulate to the following Degree:

- Information and Communication Technology
- Computer Science

# SCHOOL OF FOUNDATION STUDIES (ENGINEERING/SCIENCE) ENGINEERING STREAM

APRIL Semester, 2020	AUGUST Semester, 2020
Academic and Communication Skills A	Academic and Communication Skills B
Innovation and Change	Physics
Information Technology	Engineering Mathematics B
Engineering Mathematics A	Chemistry OR Programming
Introductory Physical Science	

Students are highly recommended to complete **Programming** to articulate to:

- Computing Degrees (Bachelor of Information and Communication Technology and Bachelor of Computer Science)

# SCHOOL OF FOUNDATION STUDIES (ENGINEERING/SCIENCE) SCIENCE STREAM

APRIL Semester, 2020	AUGUST Semester, 2020
Academic and Communication Skills A	Academic and Communication Skills B
Innovation and Change	Chemistry
Information Technology	<u>Choose 2 Electives:</u>
Engineering Mathematics A	Engineering Mathematics B
Introductory Physical Science	Physics
	Programming

Students must complete **Engineering Maths B** and **Physics** to articulate to the following Degrees:

- Engineering

Students are highly recommended to complete **Programming** to articulate to:

- Computing Degrees (Bachelor of Information and Communication Technology and Bachelor of Computer Science)

# SCHOOL OF FOUNDATION STUDIES (IT/MULTIMEDIA)

APRIL Semester, 2020	AUGUST Semester, 2020
Academic and Communication Skills A	Academic and Communication Skills B
Innovation and Change	Programming
Information Technology	Fundamental of Web Technology
Introductory Mathematics	Mathematics for Computing
Multimedia	

# WHAT TO EXPECT FROM UNIVERSITY LIFE?

- Communication
- Canvas site
- Student webmail
- Learning styles
- Attendance to class
- Coping with academic work/ assignments
- Consultation
- Academic Integrity
- Pre-requisite unit(s)
- Unsatisfactory academic progress
- Unit Outline
- Academic Calendar

# COMMUNICATION

## Official Communication via: Student Webmail and Unit Canvas Site

Please check the CANVAS announcement & your webmail regularly.

Communication from your personal email will not be acted upon.

Email communication with the university is the official means of communication and students are expected to use a formal email communication format **complete with subject title, proper salutation, and sender's full name and student ID number.**



# CANVAS SITE

## CANVAS

- Canvas is a learning management system that you can access online from any PC/desktop, tablet or mobile devices
- You get your lecture notes, tutorial materials, important announcements etc. from Canvas
- You can access Canvas by clicking the link in the right menu bar of the current student tab of <https://www.swinburne.edu.my/current-students/get-started>
- OR
- You can also access Canvas via this link: <https://www.swinburne.edu.my/canvas/>
- You can take the CANVAS Student Tour via the link <https://community.canvaslms.com/videos/1124>



# STUDENT WEBMAIL

## Student Webmail

- Your student email account
- For all university communication purposes
- Check regularly for important announcements
- Use it to communicate with your lecturers and for other official communication in the university





# LEARNING STYLES

- You are required to think critically, generate new ideas and learn independently.
- You are required to find a large amount of materials on your own for assessments.
- A significant amount of study takes place outside your classes.

# ATTENDANCE TO CLASS

- ALL students are expected to attend and participate in ALL online lecture /tutorial / lab activities prepared through Canvas site.
- Attendance to all classes is recorded based on online participation and engagement.
- Please ensure that you do not miss any class activity as it will be recorded in the class attendance list as there is no physical attendance list to sign



# ATTENDANCE TO CLASS

- **International students** are at risk of having their student visa withdrawn if they do not fulfil minimum requirements for attendance.
- For international students, the renewal of your student **visa** is subject to having a minimum **CGPA of 2.00** in your academic results and meeting a minimum attendance requirement of **80%**.

# ATTENDANCE TO CLASS

If you are not able to participate in any online class due to unforeseen circumstances, you must inform the Unit Convener and Lecturer beforehand. Please note that you must supply a valid medical certificate if you fell ill on your missed class. This must be done within 72 hours of the class missed.

# COPING WITH ACADEMIC WORK/ ASSIGNMENTS

- You are assigned substantial amount of reading and writing materials which may not be directly addressed in classes.
- Lecturers and tutors will not continuously remind students of submission deadlines and assessment due dates.
- **It is your responsibility** to manage and prioritise work and get things done on time.

# LATE ASSIGNMENTS OR MISSED TESTS

- Absence from any scheduled assessments due to participation in personal events will be considered as having failed the assessment, unless the student represents the country, state or Swinburne in any event that is verified beforehand with official documentation.
- If you are not able to take online test due to unforeseen circumstances such as accident or hospitalisation, the unit convenor and lecturer must be informed via email within 72 hours of the test missed with supporting document such as a **police report** or **a valid medical certificate and Medical Impact form** with the illness indicated clearly. A replacement test is subject to the approval of the Unit Convener.

# CONSULTATION

- Most lecturers or tutors have consultation hours during which they are available to students. Canvas online consultation may be available.
- Make an appointment by emailing them.
- If you turn up outside consultation hours, your lecturer or tutor may not be there, or be available.
- If you contact your lecturer or tutor by email, be aware that they may not respond outside working hours or on weekends.



# WHAT TO EXPECT FOR CONSULTATION HOUR?

- Do some preparation beforehand.
- Make a short list of things to discuss or question to ask.
- Take notes so that you'll have some concrete advice to take away with you after your meeting.
- Don't just ask for 'the answer', or expect your lecturer to do your thinking for you.
- Don't turn up the day before an assignment is due.



# ACADEMIC INTEGRITY

## Plagiarism

- In Swinburne, we are using **Swinburne Harvard** referencing style.
- To create awareness of the importance of academic integrity, all new students are required to complete the **Academic Integrity module** on Canvas.
- You may refer to the Swinburne Library site for information on referencing and citation  
<https://www.swinburne.edu.my/library/referencing/harvard-style-guide.php>



# PRE-REQUISITE UNIT(S) ENGINEERING STREAM

APRIL Semester, 2020	AUGUST Semester, 2020
Academic and Communication Skills A	Academic and Communication Skills B
Innovation and Change	Physics
Information Technology	Engineering Mathematics B
Engineering Mathematics A	Chemistry OR Programming
Introductory Physical Science	

## Notes:

- Academic and Communication Skills A is a **pre-requisite** to Academic and Communication Skills B.
- **Engineering Maths A** is a **pre-requisite** to **Engineering Maths B**.
- **Introductory Physical Science** is a **pre-requisite** to **Physics**.

# PRE-REQUISITE UNIT(S)

# If FAIL

## ▶ APRIL Semester, 2020

1. Academic and Communication Skills A
2. Innovation and Change
3. Information Technology
4. Engineering Mathematics A
5. Introductory Physical Science (FAIL)

## ▶ AUGUST Semester, 2020

1. Academic and Communication Skills B
2. Introductory Physical Science (REPEAT)
3. Engineering Mathematics B

## ▶ APRIL Semester, 2021

1. Physics
2. Chemistry OR Programming

# UNSATISFACTORY ACADEMIC PROGRESS

## “At Risk” Status

Students who fail **50%** or more of their enrolled units for the first time will come under Student Progress Review.

Your academic status becomes “**At Risk**”.

The units in which you can enrol for on the subsequent semester will be determined by your Program Coordinator.

# UNIT OUTLINE

Sample:



Sarawak Campus  
School of Foundation Studies  
Foundation Studies

## Unit of Study Outline

**FSE10022**

**ENGINEERING MATHEMATICS A**

Semester 1, 2020

Version date 25 March 2020



SWINBURNE  
UNIVERSITY OF  
TECHNOLOGY  
SARAWAK CAMPUS



# ACADEMIC CALENDAR

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Campus life

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## Current Students

Sign in to your BlackBoard to get latest announcement and course materials.

Sign In

Forgot password | IT help



### Get started at Swinburne

- > Swinburne Sarawak Knowing Week
- > Access wi-fi, library and systems
- > Find your way around campus
- > Get help and advice

MORE >



### Manage your course

- > Enrolment and timetable
- > Exams, results and assessment
- > Graduation and course completion
- > Forms and how-to guides
- > Paying your fees

MORE >



STUDENT HANDBOOK



BLACKBOARD



ALLOCATE+




MY EMAIL




ACADEMIC CALENDAR

# ACADEMIC CALENDAR



SWINBURNE  
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ENQUIRY ONLINE APPLICATION

CURRENT STUDENTS


Get started at Swinburne Manage your course Study support and resources Student services and wellbeing Campus life Work and study opportunities


Home > Current Students > Manage your course > Academic Calendar > Summary Calendars


## Summary Calendars



-  **Academic Calendar 2017** >
-  **Academic Calendar 2018** >
-  **Academic Calendar 2019** >
-  **Academic Calendar 2020** >

### Contact us

 **Enquire online**  
sic@swinburne.edu.my

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+6082260819 (Fax)

 **Visit us**  
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Swinburne University of  
Technology  
Sarawak Campus  
Jalan Simpang Tiga  
93350 Kuching  
Sarawak

   
Share Print

Academic Calendar

Academic Calendar – Program View

Summary Calendars

# ACADEMIC CALENDAR

## ACADEMIC CALENDAR 2020 / 2021

Date	Degree (Non-Engineering)	Degree (Engineering ONLY)	Degree Business	Degree Engineering	ACCA	CPA	Foundation	DIPLOMA	Intensive English	MA TESOL	MCM	MBA(I)	MHRM	Public Holidays	
30-Dec-19	ENROL			Year-End Break	ENROL		ENROL	(MPU Units only)						1 Jan - New Year's Day	
06-Jan-20	1	1		12	1		1	1			1				
13-Jan-20	2	2		EB	2		2	2			2				
20-Jan-20	3	3		EXAM	3		3	3			3			25 & 26 Jan - CNY	
27-Jan-19	4	4			4		4	4			4			27 Jan (PH Observed)	
03-Feb-20	5	5			5		5	5			5				
10-Feb-20	6	6			6		6	6			6				
17-Feb-20	EXAM	EXAM			7	ENROL	EXAM				EXAM				
24-Feb-20	ENROL	ENROL			8	1					ENROL	ENROL	ENROL		
02-Mar-20	1	1			9	2					1	1	1		
09-Mar-20	2	2			10	3				ENROL	2	2	2		
16-Mar-20	3	3			11	4				TP1	3	3	3		
23-Mar-20	4	4			12	5			ENROL	A S S I G N M E N T	4	Tuition Week	Tuition Week		
30-Mar-20	5	5			13	6		1	2		5	4	4		
06-Apr-20	6	6			14		ENROL	2	3		Tuition Week	6	5	5	10 April - Good Friday
13-Apr-20	Tuition Week	Tuition Week			15		1	3	4		7	7	6	6	
20-Apr-20	7	7			16		2	4	5		8	8	EXAM	EXAM	1 May - Labour Day
27-Apr-20	8	8			17		3	5	6		9	9			7 May - Weesak Day
04-May-20	9	9			18		4	6	7	10	10				
11-May-20	10	10			19		5	7	8	11	11	ENROL	ENROL	24 May - Hari Raya Aidilfitri Day 1*	
18-May-20	11	11			20		6	8	9	12	12	1	1	25 & 26 May - Hari Raya Aidilfitri*	
25-May-20	12	12					7	9		TP2	Tuition Week	2	2	1 & 2 June - Gawai Day 6 June - Agong's Birthday	
01-Jun-20	Tuition Week	Tuition Week					Assessment Week	Assessment Week	EXAM	TP3	Tuition Week	3	3		
08-Jun-20	EXAM	EXAM					8	6	ENROL	ASSIGNMENT WEEK	EXAM	4	4		
15-Jun-20	EXAM	EXAM					9	7	1			Tuition Week	Tuition Week		
22-Jun-20	1	1					10	8	2		1	4	4		
29-Jun-20	2	2			ENROL		11	9	3		2	5	5		
06-Jul-20	3	3			1		12	10	4		3	6	6		
13-Jul-20	4	4			2		13	11	5		4	Tuition Week	Tuition Week		
20-Jul-20	5	5			3		EXAM	EXAM	6	ENROL	5	EXAM	EXAM	22 July - Sarawak Day	
27-Jul-20	6	6			4				7	TP1	6			31 July - Hari Raya Haji*	
03-Aug-20	EXAM	EXAM			5				8		EXAM				
10-Aug-20					6				9			ENROL	ENROL		
17-Aug-20					7	ENROL			EXAM			1	1	20 August - Awal Muharam	



# ACADEMIC CALENDAR

24-Aug-20	ENROL	ENROL			8	1	ENROL		ENROL	ENROL	A S S I G N M E N T	ENROL	2	2		
31-Aug-20	1	1			9	2	1		1	1			1	3	3	31 August - National Day
07-Sep-20	2	2			10	3	2		2	2			2	Tutor Week	Tutor Week	
14-Sep-20	3	3			11	4	3		3	3			3	4	4	10 September - Malaysia Day
21-Sep-20	4	4			12	5	4	(Oct Intake)	4	4			4	5	5	
28-Sep-20	5	5	(Oct Intake)	(Oct Intake)	13	6	5	ENROL	5	5			5	6	6	
05-Oct-20	6	6	ENROL	ENROL	14		6	1	6	6			6	Tutor Week	Tutor Week	10 October - Sarawak Governor's Birthday
12-Oct-20	Tutor Week	Tutor Week	1	1	15		7	2	7	7			Tutor Week	EXAM	EXAM	
19-Oct-20	7	7	2	2	16		Assessment Week	3	Assessment Week	8			7			
26-Oct-20	8	8	3	3	17		8	4	8	9			8			29 October - Maulidur Rasul
02-Nov-20	9	9	4	4	18		9	5	9			9	ENROL	ENROL		
09-Nov-20	10	10	5	5	19		10	6	10	10		10	1	1		
16-Nov-20	11	11	6	6	20		11	7	11			11	2	2		
23-Nov-20	12	12	EXAM	Tutor Week			12	8	12			12	3	3		
30-Nov-20	Tutor Week	Tutor Week		7			13	9	13			13	4	4		
07-Dec-20	EXAM	EXAM		8			EXAM	EXAM	EXAM			14	5	5		
14-Dec-20	EXAM	EXAM		9								15	6	6		
21-Dec-20				10								16	7	7		
28-Dec-20	ENROL			11			ENROL	(MPU Units only)		Year End Break			8	8	25 Dec - Christmas	
4-Jan-21	1	1	1	12			1	1	1				9	9	1 Jan - New Year's Day	
11-Jan-21	2	2	2	Tutor Week			2	2	2				10	10		
18-Jan-21	3	3	3	EXAM			3	3	3				11	11		
25-Jan-21	4	4	4				4	4	4				12	12		
01-Feb-21	5	5	5				5	5	5				13	13		
08-Feb-21	6	6	6				6	6	6				14	14		
15-Feb-21	EXAM	EXAM	EXAM				EXAM	EXAM	EXAM				15	15		
22-Feb-21	ENROL	ENROL											16	16		
1-Mar-21	1	1	1	1									17	17		
8-Mar-21	2	2	2	2									18	18		
15-Mar-21	3	3	3	3									19	19		
22-Mar-21	4	4	4	4									20	20		
29-Mar-21	5	5	5	5									21	21		
5-Apr-21	6	6	6	6			ENROL		ENROL				22	22	9 April - Good Friday	
12-Apr-21	Tutor Week	Tutor Week	Tutor Week	Tutor Week			1	1	1				23	23		
19-Apr-21	7	7	7	7			2	2	2				24	24		
26-Apr-21	8	8	8	8			3	3	3				25	25	1 May - Labour Day	
3-May-21	9	9	9	9			4	4	4				26	26		
10-May-21	10	10	10	10			5	5	5				27	27		
17-May-21	11	11	11	11			6	6	6				28	28		
24-May-21	12	12	12	12			Assessment Week	Assessment Week	Assessment Week				29	29		
31-May-21	Tutor Week	Tutor Week	Tutor Week	Tutor Week			7	7	7				30	30	1 & 2 June - Gawai Day	
7-Jun-21	EXAM	EXAM	EXAM	EXAM			8	8	8				31	31		
14-Jun-21	EXAM	EXAM	EXAM	EXAM			9	9	9				1-Jul	1-Jul		
21-Jun-21							10	10	10				2-Jul	2-Jul		
28-Jun-21							11	11	11				3-Jul	3-Jul		
5-Jul-21							12	12	12				4-Jul	4-Jul		
12-Jul-21							13	13	13				5-Jul	5-Jul		
19-Jul-21							EXAM	EXAM	EXAM				6-Jul	6-Jul	22 July - Sarawak Day	

# ASSESSMENT WEEK

There is **no mid-semester break or mid-semester holiday week.**

No classes in the Mid-Semester Assessment Week but assessments are scheduled.

Some units may schedule assessments on **Saturdays** in the semester.

Please check your unit's assessment schedule with your Unit Convener or Lecturer.



# CLUBS

**Swinburne Sarawak Rotaract Club**  
**Swinburne Sarawak Chess Club**  
**Swinburne Sarawak Green Club**  
**Swinburne Debaters' Club**  
**Swinburne Sarawak Esports Club**  
**Swinburne Book Club**  
**Swinburne Charity Cruiser Club**  
**Swinburne Cultural Club**  
**Swinburne Sarawak Korean Club**  
**Swinburne Photomedia and Design Club**  
**Swinburne Dance Club**  
**Swinburne TaeKwonDo Club**



# CLUBS



## Swinburne Debaters' Club

- Public speaking workshop
- Debating workshop
- Swinburne Sarawak Inter-school debate competition (SSIDC)



Photomedia and Design Club organises first photography exhibition

**FOR MORE INFORMATION  
ABOUT SWINBURNE,  
PLEASE VISIT US AT:**

**SWINBURNE WEBSITE**

**[www.swinburne.edu.my](http://www.swinburne.edu.my)**

**FACEBOOK**

**[facebook.com/swinburnesarawak](https://facebook.com/swinburnesarawak)**

**TWITTER**

**[twitter.com/Swinburne\\_Swk](https://twitter.com/Swinburne_Swk)**

**INSTAGRAM**

**[Instagram.com/swinburnesarawak](https://Instagram.com/swinburnesarawak)**

**YouTube**

**[YouTube channel \(Swinburne Sarawak\)](#)**



# PLEASE REFER TO THE FAQ FOR NEW FOUNDATION STUDENTS FOR FURTHER INFORMATION ON ONLINE DELIVERY, QUERIES, ETC.



## Current Foundation/Diploma Students

### About Semester 1 2020

**1. Is the semester still starting/are classes starting on April 13?**

Yes, Semester starts on 13<sup>th</sup> April 2020.

**2. When will enrolment start since the campus will be closed during the MCO?**

Your enrollment should have already been processed and you will be receiving emails from the enrollment team with regards to your invoice and payment a week before class starts.

**3. When will the campus open again?**

The campus and facilities will reopen after the Movement Control Order has been lifted by the Government which at this stage is 15 April 2020.

### About Online Learning

**4. Will classes be online?**

Yes, the online learning and teaching will start on 13<sup>th</sup> April 2020 for semester 1 2020

**5. How long will classes be online?**

The online learning and teaching will continue until the end of semester 1 2020. This is to continue the practice of social distancing, to protect our students and staff from current pandemic situation.

Swinburne University of Technology  
Sarawak Campus (0711) 41

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10000 Kuching  
Sarawak, Malaysia

Telephone +61 81 416253  
Facsimile +61 81 425576  
www.swinburne.edu.my

**6. Will attendance be taken?**

The Unit convener will monitor your CANVAS activities log regarding your online engagement and activities in CANVAS.

**7. How to access to online learning and teaching?**

You can access to online learning and teaching on CANVAS using your Swinburne student account

**8. What is CANVAS?**

CANVAS is Swinburne's learning management system that you can access online from any PC/desktop, tablet or mobile device. It is the most advanced and contemporary Learning Management System (LMS) available and Swinburne updated from their previous Blackboard LMS to Canvas in 2019 to greatly enhance the student learning experience.

**9. How do I access Canvas?**

You can access Canvas by clicking the link in the right menu bar of the current student tab of <https://www.swinburne.edu.my/current-students/get-started>

OR

You can also access Canvas via this link:  
<https://www.swinburne.edu.my/canvas/>

**10. Need a jump start using Canvas?**

You can take the CANVAS Student Tour via the link <https://community.canvaslms.com/videos/1124>

**11. Can I still contact my unit convener/lecturer/tutor?**

Yes. Teaching staff will do online delivery as planned, and will be accessible to students. Your unit conveners will contact you with information about each of your units and how these will be managed. Please check the CANVAS announcement & your email regularly. Please contact your unit convener if you have not been provided this information after 13th April 2020 in your unit CANVAS.

# PLEASE REFER TO THE FAQ FOR NEW FOUNDATION STUDENTS FOR FURTHER INFORMATION ON ONLINE DELIVERY, QUERIES, ETC.

## 12. What will happen with exams?

No final end-of-semester exams will be conducted for Semester 1 2020. Final exams will be replaced by other assessments. Your unit convener will provide you with more information about these in the coming weeks.

## 13. What else about online learning?

### • Online study

Studying online doesn't mean studying alone. For every unit, you'll be a part of a class and you'll have regular interactions with your lecturers and tutor, and your classmates too via CANVAS.

### • Virtual Classroom

Your virtual classroom has been tailored for online learning via CANVAS. Use it to interact with your lecturers, tutors and classmates, and engage with a variety of learning formats including multimedia, interactive activities, podcasts and videos.

### • Online Tutorial

You'll have one-to-one contact with lecturer or tutor to guide your learning in every unit via CANVAS communication tools. You will also be encouraged to collaborate on CANVAS discussion boards with other students.

### • Online Discussion

Your lecturer or tutor will hold regular discussions and interactive via CANVAS communication tools to help you with unit content and assignments. Use these to reflect on each week's topic and also be guided by insights from your classmates.

### • Online Flexibility

Online learning provide students flexibility for student to learn and engage at any time or places, compared to traditional on-campus learning and teaching requires students to attend lectures and tutorials at a venue at a given time. Students can log in to their online learning environment via CANVAS to

access their course, whenever and wherever it is convenient for them.

### • All other benefits of studying online

Swinburne students continue to have access to the same range of student services and programs as before. **You can take advantage of everything Swinburne has to offer, while enjoying the flexibility of studying online.**

### • Digital Literacy.

One of our Swinburne Graduate Attributes! Studying online demonstrate that Swinburne students can learn, collaborate, work in a digital world which is a vital 21st Century work skill.

## About Facilities

### 14. Can we access library and other facilities after the campus re-opens (after MCO period)?

Yes, you can access library and other facilities after the campus re-opens (after MCO period) by practicing social distancing.

### 15. Are library resources sufficient?

Swinburne Sarawak library currently hold more than:

- 380,000 book titles; in which 90% is digital. Electronic books are available, on several different platforms.
- More than 80 online databases covering majority of the disciplines.
- Newspapers and Magazines – some of these serials are available online. Students are encouraged to access to PressReader, a platform that gives more than 7,000 digital newsstands all around the world.
- Full text theses & final year projects are also available online.

### 16. Can we access the library remotely?

Students can have access to online resources remotely through our library website: <https://www.swinburne.edu.my/library/search>

### 17. How can we sign up to access the library remotely?

Students need to register as library members. Once sign-up is done, please email your name and Swinburne ID no. to [IR@swinburne.edu.my](mailto:IR@swinburne.edu.my) in order to activate your account.

# PLEASE REFER TO THE FAQ FOR NEW FOUNDATION STUDENTS FOR FURTHER INFORMATION ON ONLINE DELIVERY, QUERIES, ETC.

To sign-up : <https://www.swinburne.edu.my/library/search/search-help.php>

## 18. Can we access computer labs after the campus re-open (after MCO period)?

Yes, you can access computer labs after campus re-open (after MCO period) by practicing social distancing.

## 19. What's social distancing?

Social distancing means less contact between you and other people. Social distancing includes simple, everyday actions include avoiding shaking hands and keeping a distance of at least 1.0 metre from other people where possible.

### About Finance

## 20. Will the fees be cheaper if classes are online?

No. The University is committed to ensure the units/subjects are delivered in the most effective manner without impairing the overall teaching and learning outcome. Teaching staff will continue to actively support the students through online learning and delivery arrangement via CANVAS and emails.

In addition, the online databases and e-books resources will always be available to aid and enhance the students' learning and research process. Even though online learning and delivery is the way forward for the remaining of Semester 1 2020, once the MCO is lifted, students will still be able to access the physical resources and facilities of the University while practicing social distancing.

## 21. How can we pay using a credit card during the MCO?

Our current available credit card facility, comes with the provision that the credit card must be physically present at the Finance cashiering counter in order to pay for any services rendered by the University e.g. tuitions fees, etc.

Therefore, the University is extending the payment due date to 30 April 2020 for all enrolled students.

However, any request for further delay of payment beyond the 30 April 2020 must be submitted to [fintu@swinburne.edu.my](mailto:fintu@swinburne.edu.my) and will be assessed on a case to case basis.

## 22. What are the bank details?

Account Name: Swinburne Sarawak Sdn Bhd  
Bank Name: CIMB Bank Berhad  
Account Number: 80-0526998-9  
Address: Lot 170 & 171, Section 49 KTLD, Jalan Chan Chin Ann, 93100 Kuching, Sarawak, Malaysia  
SWIFT Code: CIBBMYKL

Account Name: Swinburne Sarawak Sdn Bhd  
Bank Name: RHB Bank Berhad  
Account Number: 2-11016-00065829  
Address: Suite 2 & 3, Ground Floor, Yung Kong Abell, Lot 365, Abell Road, 93100 Kuching, Sarawak  
SWIFT Code: RHBBMYKL

Click on the following link <https://www.swinburne.edu.my/current-students/manage-course/paying-fees/how-i-pay-my-fee.php> for full details on "How I Pay My Fee".

## 23. When is the Payment due date?

Payment due date for commencing students has been extended to 30 April 2020.

### About Student Development and Support

## 24. Are there Counsellors on campus?

Yes, we do have a Counselling team on campus whom you can contact online at any time through [ecounselling@swinburne.edu.my](mailto:ecounselling@swinburne.edu.my)

To arrange for a face to face appointment, after campus re-opens (after MCO period) while practicing social distancing, please contact them as below:

**Online:** [ecounselling@swinburne.edu.my](mailto:ecounselling@swinburne.edu.my)

**Telephone:**  
+6082260789 - Evelyn Liew  
+6082260932- Chloe Liang  
+6082260873- Fazlia

**In person:** Room G106, Building G, Swinburne University of Technology Sarawak

## 25. Can we access to counsellors remotely when off campus?

Yes, we also have an online counselling service called Swin-eCounsellors. They can be reached via [ecounselling@swinburne.edu.my](mailto:ecounselling@swinburne.edu.my) All information shared in the emails will be regarded as confidential.

For more information on Student Development and Support, please click on the link <https://www.swinburne.edu.my/student-operations/student-administration/student-development-counselling>



# CLOSING WORDS

**STAY  
FOCUSED  
&  
NEVER  
GIVE UP**



**KEEP  
CALM  
AND  
ENJOY  
STUDENT LIFE**



**THANK YOU**

