MMU
MULTIMEDIA UNIVERSITY

MMU Stay Safe Together

Remaining Strong while Flattening the Curve of COVID-19

during Conditional and Recovery Movement Control Order

SAFETY HEALTH

SUBJECT REGISTRATION

BACK TO CAMPUS

TEACHING LEARNING

F2F LECTURES

Life Made Easier™ | **TM** Group

Overview

Despite the increase in the numbers of cases, the COVID-19 situation is not completely helpless. In fact, we have a very good fighting chance to overcome the disease and relegate it to being another footnote in the annals of human history.

Across the world, scientists and technologists are working around the clock to confound COVID-19, if to beat it outright. However, we could not expect the problem to be suddenly solved, overnight. We at Multimedia University (MMU) realise that things will take time to improve, and everything will have to run its courses.

As such, MMU has taken it upon ourselves to refine the measures that we have put into place, so as to ensure that the students would be able to continuously secure world-quality tertiary education and do so safely and comfortably, despite the menace of COVID-19.

Throughout the rest of this document, you would find numerous measures outlined to ensure the students get the best out of their academic programmes, regardless of delivery method. Besides, it also highlights the steps taken to safeguard the well-being of the University's staff in the current challenging times. We hope that MMU communities would heed these guidelines, and remind others to do so, in order to make the time in MMU not only fruitful but also pleasant and satisfying to look fondly back upon one day.

Wishing you all the best in every endeavour, and in overcoming this pandemic.

Academic Services

MMU is committed to providing quality education despite the outbreak of the COVID-19 pandemic. Hence, the University has shifted the teaching and learning methodology to an online method and ensured that students enjoy their learning experience based on their options and preferences. These changes to the mode of learning are made to ensure academic progress and the safety of the students.

September Intake 2020

All classes which were scheduled on **13th October 2020** were postponed to allow for a smooth transition from face-to-face mode to online mode starting from 14th October 2020.

The **online classes will continue until the end of the trimester** for **September 2020** Intake students. Students may liaise with their respective faculties on the online class arrangements. All practical sessions will be replaced by online sessions.

November Intake 2020

As we welcome new students on our campus, students are required to complete their registrations online. All information will be updated from time to time on the registration process as they become necessary. Students are required to complete their registration before **16th November 2020.**

For the November Intake cohort, MMU will run hybrid classes where students can opt for online learning from their respective homes or face-to-face classes. If the students decide to return to campus, all mass lectures will be conducted online, while tutorial in small classes/groups will be conducted face-to-face.

Returning Students for Trimester 2, 202/21

Students are given two options to continue their Teaching and Learning activities:

1. **On-Campus Teaching and Learning activities starting from 23rd November 2020**
   In the first two weeks, all classes (lectures/tutorials) will be conducted online. However, starting from the third week onwards, all mass lectures will be conducted online, while tutorials in small classes/groups will be conducted face-to-face on campus.

2. **Online Classes Accessed from Home**
   All classes will be conducted online, and students will only return to campus only for Trimester 3, 2020/2021.

Continuation of Tutorials and Lab Sessions

Starting from **7th December 2020 (Monday)**, all tutorials and lab sessions will resume and be conducted via face-to-face mode. This is to allow students who are residing in on-campus facilities and those who are living nearby campus or commuting daily to both Cyberjaya or Melaka campus to return to campus to attend the tutorials and lab sessions with strict observation to the Standard Operation Procedures (SOPs).

Note: This is subjected to the COVID-19 situation and further instructions from Majlis Keselamatan Negara (MKN) and the Ministry of Health (MOH)

Postgraduate Students

Due to the current situation, postgraduate students are also affected in keeping track of their study progress. Hence, students are encouraged to reach out to their supervisors and respective faculties for any arrangement and notification related to their studies. All postgraduate by research students/candidates may continue to reach out to their supervisors for online consultations.

We know that unforeseen circumstances affect everyone. We encourage all students to take advantage of the experience of their supervisors.

International Students

In line with the latest announcement by the government, MMU only allows international students from selected or approved countries to return to campus. The students from approved countries with Travel Authorisation by the Malaysian Immigration Department via Education Malaysia Global Service (EMGS) may proceed to enter Malaysia with strict compliance to SOPs.

The SOPs are divided into four sections which are before travel, upon arrival, a quarantine period of 14 days and quarantine completion. They are required to refer to the SOPs for returning students provided by MMU International Office (IO) before continuing their study with the local students. Meanwhile, all new international students are required to study online from their respective homes for the time being.

Should there be any inquiry, international students can contact the IO office via **011-28031218** or **isr@mmu.edu.my** or **visacyber@mmu.edu.my** or **visamelaka@mmu.edu.my.**

Students' Safety & Welfare

As we continue to face the threat of COVID-19, the University is taking extra precautions and measures in ensuring the safety measures are put in place.

a.) Hostel Check-In Process

▶ On-Campus SOPs

For new students, they will undergo a drive-thru process for hostel check-in on 16th November 2020. New students will declare their health status through a Google Form prior to their check-in process. Once students have activated their Identity Management (IDM), they are required to download the MMU Mobile app and complete their 14 days' daily health declaration on campus.

Meanwhile, as a safety precaution to avoid crowds, returning students will follow the scheduled arrangements on 21st and 22nd November 2020. **Before they return to campus, students are required to complete a daily health declaration for 14 days** via MMU Mobile app. Once completed, students will be issued a green pass on the app, and they are allowed to enter the campus area with the green pass.

Students from Green and Yellow zones are allowed to complete the process, while students from Red Zone are allowed to delay their hostel check-in process until the `Red Zone` classification is lifted.

▶ Off-Campus SOPs

Those students who are staying off-campus or near to the university are allowed to return to campus on 23rd November 2020. Students need to complete their daily health declaration for 14 days via MMU Mobile app prior to returning to campus. Only students with a green pass are allowed to enter the university premises.

b.) Cafeterias

Food outlets are open and available on both campuses.

Cyberjaya campus	Melaka campus
• Royale Tandoori (FOM) • Deen Cafe (STC Building) • Hj.Tapah Cafe(Cafe Tau)	• Eight Eight Vegetarian Food • 2N Najjah Ent • Murni Mohd Isa Berkat & Ent • Bumi Delight Bakery (will open on 31st October 2020)

c.) Internet Connection

Students are provided with internet connection when they are on campus. Should there be any problem with the internet connection, students can reach out to **itsdsupport@mmu.edu.my.**

d.) Hostel Rules

Students are encouraged to limit their movement within the campus area. Wearing face masks is mandatory in campus premises, and good hygiene is to be practised at all times. Students are not allowed to visit other friends' rooms or to host any gatherings. Students are obliged to follow all the rules and regulations provided by the Student Affairs Division (STAD).

e.) Medical Attention

Our Emergency Response Team (ERT) will be in charge of any cases of medical emergency. For after-hours assistance, do reach out to the respective Hostel Wardens.

f.) Sports Facilities & Library

As for sports facilities, students are allowed to use the facilities when the Conditional Movement Control Order (CMCO) is lifted. However, students are advised to adhere to the SOPs set by the University.

Students are also allowed to enter the library and 24 Hour Learning Point from Monday to Friday between 9:00 a.m. to 5:00 p.m. during the Recovery Movement Control Order (RMCO) until the end of the year. However, entrance is limited to a fixed number of visitors at any given time in an effort to adhere to the SOPs. The availability of the libraries is subjected to the current situation and directives from the Majlis Keselamatan Negara (MKN).

For any further information related to students' welfare and activities, please contact STAD officer, **Mr. Mustapha Shukri** at **0123944230** or **mustapha.shukri@mmu.edu.my** or **stad@mmu.edu.my**.

Employees' Welfare and Safety

The recent announcement of CMCO by the government has changed the working environment at MMU to ensure the safety and health of all staff are prioritised.

During the temporary lockdown, all staff from all departments, except for those providing essential services, from the Cyberjaya, Melaka and Johor campuses are on Work From Home (WFH) arrangements from 15th October 2020 to 31st October 2020. However, there are no changes in the working hours, and the Key Performance Index (KPI) as well as productivity.

Essential service staff are allowed to Work From Office (WFO) are provided with authorisation letters from respective Deans/Head of Departments (HOD)/Human Capital Management officers. Staff are reminded to strictly follow SOPs at all times and advised to limit their movement only for essential purposes and always maintain good hygiene and practise physical distancing.

On top of that, in line with the measures taken by Telekom Malaysia Berhad (TM), MMU as a subsidiary TM provides medical coverage for COVID-19 swab test if the employees have been exposed to the virus.

Conclusion

The University strictly adheres to health and safety measures to keep our community safe and well in these challenging times. While embracing new norms is no longer an option anywhere, the MMU community is advised to strictly follow the University's guidelines to help combat the spread of COVID-19.

Let us take this opportunity to maintain our health, both physically and emotionally amidst these unprecedented times. MMU is always with you and is here to support you.

Take care and stay safe.

Prof. Dato' Dr. Mazliham Mohd Su'ud
President / CEO
23rd October 2020

Disclaimer: These advisories are subject to change from time to time following announcements from the *Majlis Keselamatan Negara* (MKN) and other relevant authorities.