



MEMORANDUM
No: RO/ARU/11/2023

To : All Students of DRB-HICOM University of Automotive Malaysia

From : Registrar

Cc : Prof. Dato' Sr. Dr. Omar Osman - Vice Chancellor
Dr. Aizuddin Abdul Rahman – Dean, Student Affairs Centre (SAC)
Fazlil Aslan Ismail – Head, Academic Management Centre (AMC)
All Staff

Date : 12 June 2023

Subject : Commence Online Teaching and Learning During the First and Second Week of the July 2023 Session

Assalamualaikum w.b.t & greetings to all.

Memo 07/2023: Continuing Student Registration for July Session dated 16th May 2023 is referred. Please be informed there is important update regarding the registration process for the July 2023 Session.

The University has agreed to commence online teaching and learning during the first and second week of the July 2023 Session. This adjustment aims to provide an opportunity for students who are still at their hometowns to celebrate Aidil Adha. Considering the circumstances, it would be impractical for students to return to campus during the first week of July 2023 session.

In line to this, please take note of the amended continuing student registration activities below for your reference:

| No. | Activity | Date |
|-----|---|--|
| 1. | <p>Semester Registration (online): 16 – 18/06/2023 https://registration.dhuautomotive.edu.my/site/login</p> <p><i>Note:</i></p> <ul style="list-style-type: none"><i>i. Prior to semester registration, students shall ensure that they have done students satisfaction survey conducted by SAC.</i><i>ii. Registration after 30/06/2023, 5.00 pm is considered as late registration and penalties will be imposed from the range of RM50 to RM160. (Student Handbook, Clause 2.2.4.2, Page 25)</i> | <p>Online Registration System Open: 16/06/2023 (Friday) – 18/06/2023 (Sunday)</p> <p>Online Registration System Close: 30/06/2023 (Friday, 5.00 pm)</p> <p>Students who request to register after the system closed shall complete the registration form manually and submit to Admission and Record Unit (ARU).</p> |

| No. | Activity | Date |
|-----|---|--|
| 2. | University Village Registration (physical). at University Village Office | <p>Starting from 02/07/2023 (Sunday) Office Hour: 8.30 am – 5.00 pm</p> <p>Monday to Friday Office Hour: 8.30 am – 5.00 pm</p> <p>Students who wish to register UV before 02/07/2023 or outside of office hours are kindly requested to inform warden in advance to schedule a date and time.</p> |
| 3. | Class commence. 19/06/2023 – 30/06/2023 (Online) 03/07/2023 onwards (Physical) | 19 June 2023 (Monday) |

Any related information, you may refer the contact details as provided in Table 1.

Stay safe & healthy!

Thank you

Table 1: Contact Details

| <i>Matters Concerned</i> | <i>Officers</i> | <i>Phone No.</i> | <i>Email</i> |
|---|--|--|--|
| Academic Management Centre ("AMC") <ul style="list-style-type: none"> ▪ Academic affairs ▪ Course registration ▪ Class timetable ▪ Teaching & learning arrangement | <u>Faculty of Business & Management</u> Ms. Hadijah Mohd Noh | 09-4242490 | hadijah.noh@dhu.edu.my |
| | <u>Faculty of Engineering & Technology</u> Ms. Safariza Yahya | 09-4242421 | safariza@dhu.edu.my |
| | <u>Research Management & Postgraduate Centre</u> Ms. Hafizah Mohamed Said | 09-4242738 | hafizah@dhu.edu.my |
| Finance <ul style="list-style-type: none"> ▪ Invoice ▪ Payment | Ms. Norazleena Abd Rahmat Ms. Nurulaini Marliyana Samsudin | 09-4242464 09-4242462 | norazleena@dhu.edu.my marliyana@dhu.edu.my |
| Student Affairs Centre ("SAC") <ul style="list-style-type: none"> ▪ Student affairs ▪ Student welfare ▪ Student activities ▪ Student disciplinary ▪ Alumni | Mr. Muhammad Zakuan Ab Rahman Mr Muhamad Zul Nor Iqmal Jumaat Ms Nurul Syazwani Che Mat Roplan Mohd Zulhairi Izaan bin Anuar | 09-4242687 09-4242429 09-4242693 09-4242565 | zakuan@dhu.edu.my iqmal@dhu.edu.my syazwani@dhu.edu.my zulhairi.izaan@dhu.edu.my |
| University Village <ul style="list-style-type: none"> ▪ Student accommodation | <u>Tower 1</u> Mr Mohamad Haikal Imran Mohamed Zukini | 09-4242644 | haikal.imran@dhu.edu.my |
| | <u>Tower 2 (Female Students)</u> Ms Sharifah Khyailhasma Syed Ahmad | 09-4242686 | khyailhasma@dhu.edu.my |
| | <u>Tower 3 (Male Students)</u> Mr Mohd Nur Irsyaduddin Ismail | 09-4242685 | irsyad@dhu.edu.my |
| FOE | Ms. Nur Izzati Syazwani Mohd Noor | 09-4242788 | izzati@dhu.edu.my |
| FOB | Mr Muhammad Asri Aminudin | 09-4242353 | asri@dhu.edu.my |
| Registry Office <ul style="list-style-type: none"> ▪ Student registration ▪ Student records ▪ Examination management | <u>Admission & Record Unit</u> Ms. Syazwani Rijaluddin Ms. Wan Nurul Syafiqah Wan Abdul Samad Ms. Ida Natasha Hassanuddin Ms. Nor Izni Mohd Sham | 09-4242432 09-4242412 09-4242624 09-4242435 | wani.rijaluddin@dhu.edu.my syafiqah@dhu.edu.my ida.natasha@dhu.edu.my izni@dhu.edu.my |
| | <u>Examination Management Unit</u> Mr. Ahmad Faris Mohamed Shukri Mohamad Ms. Maizatul Shahira Bahajanuri | 09-4242723 09-4242623 | faris.shukri@dhu.edu.my maizatul@dhu.edu.my |
| University Management Centre ("UMC") <ul style="list-style-type: none"> ▪ Marketing & student recruitment ▪ Scholarship & sponsorship affairs ▪ International student affairs | <u>Marketing & Student Recruitment</u> Ms. Olivia Ms. Rohayu Rusli Ms. Nur Sarah Hannis Kamaruzaman Mr. Muhammad Ameer Fakhri Muhammad Shafiq Mr. Vinash A/L Munusamy Ms. Madihah Mat Daud | 016-2119130 012-2635015 018-3136132 017-8836614 011-26243257 09-4242643 | olivia@dhu.edu.my rohayu@dhu.edu.my sarah@dhu.edu.my ameer.fakhri@dhu.edu.my vinash@dhu.edu.my madihah@dhu.edu.my |
| | <u>Scholarships & Sponsorships</u> Mr Muhamad Zul Nor Iqmal Jumaat | 09-4242429 | iqmal@dhu.edu.my |
| | <u>International Student Affairs</u> Ms. Madihah Mat Daud | 09-4242643 | madihah@dhu.edu.my |