

EXTRA-CURRICULAR LEARNING EXPERIENCE (ELE/EAB) BRIEFING

Note:

*Refer to UCSI (MPI) **ELE Handbook** (Version Dec 2020) available at www.pilley.edu.my*

1. INTRODUCTION TO ELE (EAB)

- ▶ **The Extra-Curricular Learning Experience (ELE)** course is compulsory for every student of UCSI degree programmes.
- ▶ The course focuses on the extra-curricular activities that provide students with invaluable learning opportunities to increase your **competencies** and **self-confidence**.

1. INTRODUCTION TO ELE (EAB)

- ▶ **Extracurricular Learning Experience (ELE)** highlights the importance of experiential learning (i.e. outside classroom learning) that enables students to exercise relevant **soft skills**.

9 Soft Skills Every Employee Will Need In The Age Of Artificial Intelligence (AI)

1. Creativity
2. Analytical (critical) thinking
3. Emotional intelligence
4. Interpersonal communication skills
5. Active learning with a growth mind-set
6. Judgement and decision making
7. Leadership skills
8. Diversity and cultural intelligence
9. Embracing change

*Article on Forbes,
Sep 28, 2020*

The Skills Companies Need Most in 2020



Top 5 Soft Skills

- 1 Creativity
- 2 Persuasion
- 3 Collaboration
- 4 Adaptability
- 5 Emotional intelligence



Top 10 Hard Skills

- 1 Blockchain
- 2 Cloud computing
- 3 Analytical reasoning
- 4 Artificial intelligence
- 5 UX design
- 6 Business analysis
- 7 Affiliate marketing
- 8 Sales
- 9 Scientific computing
- 10 Video production



2. WHAT IS ELE (EAB)?

- ▶ These extra-curricular activities will introduce you to the theories and practices involved in:
 - participating in events
 - leading and managing a team
 - working in teams
 - organizing events

Opportunities to exercise your leadership skills, learning to work as a team and at times, to work independently. Such skills are important and indispensable to future employers.

3. ACADEMIC CREDITS

- ▶ Academic Credits can be earned in any of the following ways:
 - participation in student development talks, seminars, workshops and other approved events.
 - involvement in student clubs, associations and sports activities.
 - volunteer work with the local community.

Year	ELE Level	Minimum Points Accumulation	Academic Credit Hour Earned
1	MPU 3411 (EAB 100)	100	1
2	MPU 3421 (EAB 200)	100	1
3	MPU 3431 (EAB 300)	100	1

4. SCHEDULE OF COMPLETION

- ▶ A student **MUST** complete each EAB level within 1 academic year (max). Failing to do so may result in delay of graduation.

	Year 1			Year 2			Year 3		
	May'20	Sep'20	Jan'21	May'21	Sep'21	Jan'22	May'22	Sep'22	Jan'23
MPU3411	Reg.	—	Comp						
MPU3421				Reg.	—	Comp			
MPU3431							Reg.	—	Comp

	Year 1+ Year 2 (Exempted)			Year 3		
	May'20	Sep'20	Jan'21	May'21	Sep'21	Jan'22
MPU3411	Reg.	Comp				
MPU3421			Reg.	Comp		
MPU3431					Reg.	Comp

5. HOW TO PASS

PARTICIPATION (at least 1 competition per level)

Category A: Participation in Event/ Competition

Category B: Involving in Leadership Position (MPU 3431/ EAB 300)



REPORT SUBMISSION (provided template)

- > 7 days to submit report to Student Affairs Office
- > Judging/ report approval based on POINT ALLOCATION SYSTEM by Student Affairs Officer
- > 30 days after event date to get results on report approval



Completion

- > Minimum 100 points accumulation within 1 year to pass
- > Compile all reports, forms and submit back to Student Affairs Officer

CATEGORY A: EVENT/ COMPETITION

- ▶ All kinds of events/ competitions that enhances the 9 LEARNING OUTCOMES/ GRADUATE ATTRIBUTES.
- ▶ Event/ Competition Exposure Level:



- ▶ Determination of event/competition exposure level will rely on the invitation/ participation of the overall group participants/ organizations.
- ▶ Competition Position (state your competition in your event report):



CATEGORY B: LEADERSHIP POSITION

- ▶ Holding position including member of clubs/ societies.
- ▶ Event/ competition organizing committee including helpers/ supporting committee.
- ▶ MPU 3431 requires involvement in at least 1 leadership position/ organizing committee

Judging of learning outcome

9 graduate attributes

Effective Communication Skills	Activities that enhance the ability to present information in a highly coherent manner across different contexts, for example: <ul style="list-style-type: none">• Individual presentation• Story/ plan writing
Creative and Critical Thinking Abilities	Activities that enhance the ability to analyze, assess, and utilize different thinking skills to determine the value of information and ideas, for example: <ul style="list-style-type: none">• Generating new business idea• Strategic analysis of the environment
Ethical and Civic Responsibility	Activities that enhance the ability to function as responsible individuals with ethical values who is accountable to the local, national, and international community, for example: <ul style="list-style-type: none">• Community services• Humanitarian activities
Knowledge of Disciplines	Activities that enhance the ability to demonstrate sound understanding of concepts, theories and skills with effective application in relevant areas, for example: <ul style="list-style-type: none">• Lecture/ Seminar on GST

Judging of learning outcome

9 graduate attributes

Interpersonal Skills	Activities that enhance the ability to work effectively and productively as a member of a group, for example: <ul style="list-style-type: none">• Team activities• Networking session
Lifelong Learning	Activities that encourage the attitude of having a high regard for and commitment to continuous learning
Engaged Global Citizen	Activities that enhance the ability to function in an international context with a deep appreciation for diversity, for example: <ul style="list-style-type: none">• Cultural shows• International party
Leadership	Activities that enhance the ability to lead in different contexts to innovate and create change, for example: <ul style="list-style-type: none">• Experience sharing by established leaders• Assuming leadership role (committee members)
Entrepreneurship and Management Skills	Activities that enhance the ability to create and restructure a context and/ or an organization to innovate and generate business ideas, for example: <ul style="list-style-type: none">• Fund raising activities/ event• Entrepreneurs Talk• Assuming management role (committee members)

EVENT REPORT WRITING

- ▶ You may submit your report in typed or hand-written format (neat handwriting is required) on the forms provided.
- ▶ Describe the events and activities that you had participated in. Please share your experiences, knowledge, and skills gained through this activity based on **9 LEARNING OUTCOMES/ GRADUATE ATTRIBUTES**.
- ▶ Plagiarism of other people's work and your own work is **STRICTLY** prohibited.
- ▶ Relevant proof of participation is required e.g. certificate of completion, selfie/ photo showing your participation in the event etc. (If unsure, pls. check with Student Affairs Officer)

EVENT REPORT SUBMISSION

Prepare a file with 3 types of **completed** documents for every level of EAB:

1. My Profile

My Profile

Student Name	:	_____	<div>Photo</div>	
Gender	:	_____ Religion :		_____
Student ID	:	_____		
Programme	:	_____		
Year	:	_____ Semester :		_____
Contact Number:	:	_____		
Home Address	:	_____		
Email Address	:	_____		

Self Evaluation

This form is to be completed and submitted to Student Affairs Office (SAO) upon completion of MPU3411 (EAB100).

The 9 criteria below are the key elements of a graduate's attributes.

Please give yourself a rating on a scale of 1 - 5.

"1" being the lowest and "5" the Highest level of achievement.

No.	Graduate Attributes	Self-Evaluation Scale									
1.	Effective Communication Skills	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>
2.	Creative and Critical Thinking Abilities	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>

100

2. EAB Point Accumulation Form

EAB Point Accumulation Form*

[illegible]

EVENT REPORT SUBMISSION

Event and Activity Record

Event/Activity : _____

Organized by : _____

Date : _____ Time: _____

Event/Activity Level : Club & Association ☐ University ☐ State ☐
National ☐ International ☐

Position held : _____

Duration of Service : _____

SELF REFLECTION

Describe the events and activities that you had participated in. Please share your experiences, knowledge, and skills gained through this activity. (Not more than 200 words) Please attach photo/ proof of participation.

3. Event & Activity Record

_____ days after the event. Late submission will not be accepted.

FOR STUDENT USE ONLY

I hereby acknowledge that all the information I have provided above is true, correct and complete. I agree that if any of this information is found to be false or incomplete, SAO reserves the right to take the necessary action or reject the submission.

Name: _____ Date: _____ Signature: _____

FOR THE USE of CLUB or ASSOCIATION'S PRESIDENT and ADVISORY ONLY

I hereby certify that the information given above has been verified and found to be correct and accurate.

C&A President : _____ (Name) _____ (Signature)

C&A Advisor : _____ (Name) _____ (Signature)

ECA Points Accumulated : _____

EVENT REPORT EXAMPLES

Event and Activity Record

Event/Activity : Husky Busky Virtual Run – Malaysia

Organized by : JomRun

Date : 16June-16July 2020 Time: _____

Event/Activity Level : Club & Association ☐ University ☐ State ☐
 National ☐ / International ☐

Position held : Participant

Duration of Service : _____

SELF REFLECTION

Describe the events and activities that you had participated in. Please share your experiences, knowledge, and skills gained through this activity. (Not more than 200 words) Please attach photo.

- Ethical and Civic Responsibility – We need to stay at home for exercising due to Covid 19 to decrease the risk of getting disease to protect other people.
- Effective Communication Skills – I had asked my friends to join the events so that they can exercise at the home and not need go to the outside.
- Lifelong learning – This event gives an opportunity of exercising to me at home.

*photo is attached at below

← E-Ticket

Show your QR code to the staff



HBV7RM781

Name Brandy Sia	T-Shirt Size S
NRIC / Passport No 990415135796	Nationality Malaysia



Husky Busky Virtual Run - Malaysia

Period
16 Jun 2020 12:00 am - 16 Jul 2020 11:59 pm (GMT +08:00)

← My activity

Day	Week	Month
Monday, 22 June	930 steps	
Tuesday, 23 June	572 steps	
Wednesday, 24 June	1,314 steps	
Thursday, 25 June	816 steps	
Friday, 26 June	1,555 steps	
Saturday, 27 June	851 steps	
Sunday, 28 June	2,762 steps	

EVENT REPORT EXAMPLES

SELF REFLECTION

Describe the events and activities that you had participated in. Please share your experiences, knowledge, and skills gained through this activity. (Not more than 200 words) Please attach photo.

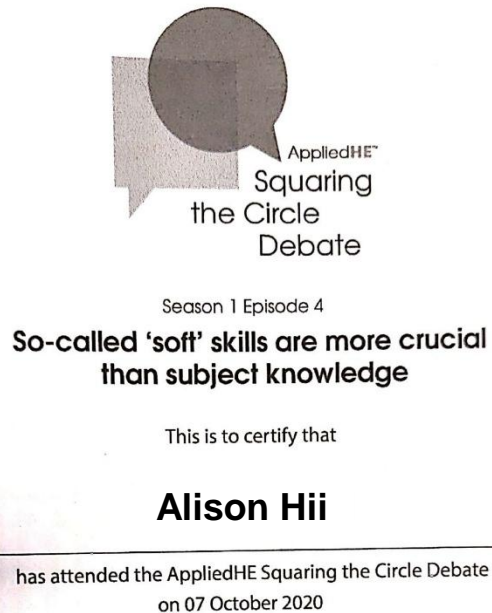
I know more about **leadership**. Being a leader is not easy work. For example, the speaker, Shirley needs to lead the 17 team members to produce delicious soy sauce. I learn **entrepreneurship and management skills**. A leader needs to collaborate with the team members to achieve the targets. The workloads are needed to be assigned appropriately to each member in order to finish the works on time. Besides, **effective communication skills** are necessary in order to help the leader to solve the problem faced by each team member while they do their own works. However, **creative and critical thinking abilities** are very important in the food industry because the new idea is badly needed to produce different and good quality products to meet the needs of customers. Then, I learned about the **lifelong learning skills**. Throughout the sharing, I realize that the speaker learn new knowledge through Google while she switches her job from the bank industry to the food industry. This spirit is worth learning.

** This form must be submitted to SAO within 3 working days after the event. Late submission will not be accepted.*

FOR STUDENT USE ONLY

EVENT REPORT EXAMPLES

Eg. 1 Certificate of completion

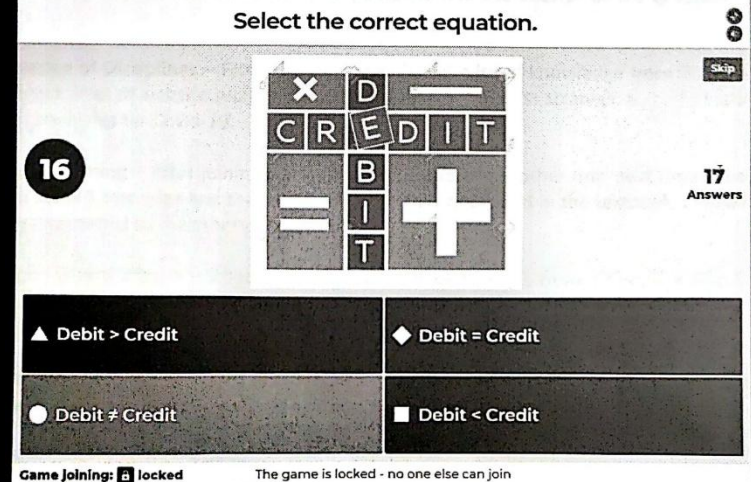


Mandy Mok

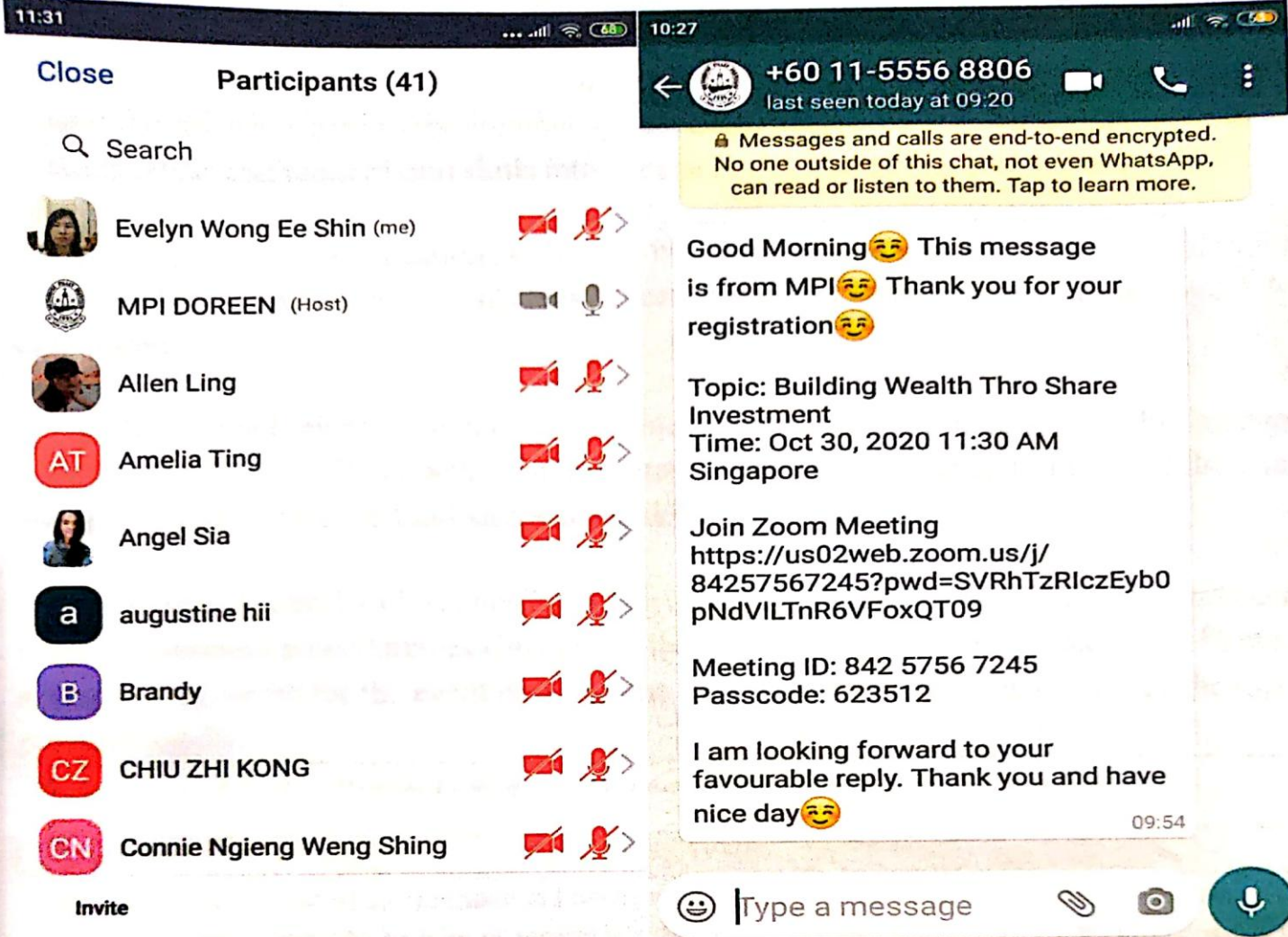
Ms Mandy Mok
Founder & CEO



Eg. 2 Screenshot



EVENT REPORT EXAMPLES



EVENT REPORT EXAMPLES

Event and Activity Record

Event/Activity	Webinar of 5 secret of highly employable Youth Post MCO		
Organized by	Talentbank Digital Career Festival 2020		
Date	12.05.2020	Time:	10:00-11:30am
Event/Activity Level :	Club & Association <input type="checkbox"/>	University <input type="checkbox"/>	State <input type="checkbox"/>
	National <input type="checkbox"/>	International <input checked="" type="checkbox"/>	
Position held	Participant		
Duration of Service :	N/A		

SELF REFLECTION

Describe the events and activities that you had participated in. Please share your experiences, knowledge, and skills gained through this activity. (Not more than 200 words) Please attach photo.

I had learned some graduate attributes from participating in the webinar provided by Talentbank Digital Career Festival 2020 to know the 5 secret of highly employable Youth Post MCO.

Knowledge of disciplines

Through the webinar, I knew that the 8 job skills and 4D which are decision, direction, destination and discipline to succeed in the workplace and even in life. I had learned that the correct way should I do during the interview and shows my strength is the must.

Effective communication skills

In the webinar, I had understood that fresh graduates need to learn more language for their strength and also can communicate with more people effectively such as French, Japanese, French and so on instead of the English language only.

Entrepreneurship and management skills

Through the research conducted by Harvard University from the webinar, I had known that 85% of the job success is having well-developed soft skills such as daring to take a risk and as a volunteer for working for an organization without salary to get experience to make the necessary decision.

Engaged global citizen

I had understood that the effects of COVID-19 on economy and individuals such as the global health crisis, the economic crisis in the world and political changes around the world.

Creative and critical thinking abilities

Critical thinking is one of the job skills. In the webinar, I had understood that need to think out of the box such as the solution to a business challenge. Always be excited to learn more about the new skills and also be critical of what can you do differently to succeed or having a new normal lifestyle.

* This form must be submitted to SAO within 3 working days after the event. Late submission will not be accepted.

EVENT REPORT EXAMPLES

Event and Activity Record

Event/Activity	:	Webinar of positioning yourself to land high-paying jobs through personal branding		
Organized by	:	Talentbank Digital Career Festival 2020		
Date	:	21.05.2020	Time:	10:00-11:30am
Event/Activity Level	:	Club & Association <input type="checkbox"/>	University <input type="checkbox"/>	State <input type="checkbox"/>
		National <input type="checkbox"/>	International <input checked="" type="checkbox"/>	
Position held	:	Participant		
Duration of Service	:	N/A		

SELF REFLECTION

Describe the events and activities that you had participated in. Please share your experiences, knowledge, and skills gained through this activity. (Not more than 200 words) Please attach photo.

I had learned some graduate attributes from participating in the webinar provided by Talent bank Digital Career Festival 2020 to know about positioning yourself to land high-paying jobs through personal branding.

Lifelong learning

Through the webinar, I knew that branding self is lifelong learning. Always learn some new skills to build credibility and makes people judge you as an expert who has the authority and having a good impression.

Effective communication skills

Through the webinar, I had understood that I must show energy and confidence while communicating with someone especially when the interview. Besides, body language also is a way to show confidence to make communication effectively such as head up and shoulder straight.

Engaged global citizen

In the webinar, I had noticed that COVID-19 had triggered 95 million job losses globally from the source of "the guardian".

Creative and critical thinking abilities

Think creative when creating a profile on LinkedIn to show your personal brand. A creative profile will make people even the company will judge you as a person who knows a lot of things and make a good impression.

Interpersonal skills

In the LinkedIn, can exchange the comment with anyone to increase personal brand. Then, create points of familiarity such as meeting director online and explore more same interest such as passionate on be leadership to build credibility and make a good impression.

Knowledge of disciplines

Through the webinar, I had learned the 3p to create personal brands which are presence, people and positioning. Besides, I had known personal branding will give some advantages to us such as attract ideal opportunities, demand for a higher salary and so forth.

POINT ALLOCATION SYSTEM

- ▶ Judging and point allocation on submitted event report based on 3 main components:
 1. Event Exposure Level
 2. Number of Learning Outcomes
 3. Time Invested – duration of activity
 4. Position held

Example 1: Participant

Example: Student Leadership Summit @ join as a **participant**

*University level, 3 days 2 night (16 hours of activity)

5 learning outcomes:

- ☐ Effective communication skills ☐ Interpersonal skills ☐ Leadership
- ☐ Lifelong learning ☐ Entrepreneurship & Management skills

University Level:		Learning Outcome				
		1	2	3	4	>5
Hours	1-3	14	17	20	23	26
	4-6	18	22	26	30	34
	7-9	22	27	32	37	42
	10-12	26	32	38	44	50
	>12	30	37	44	51	58

Points Accumulated: 58

Example 2: Organizer/ helper

Example: Student Leadership Summit @ join as an **organizer/ helper**

*University level, 3 days 2 night (16 hours of activity)

5 learning outcomes:

- ☐ Effective communication skills
- ☐ Interpersonal skills
- ☐ Leadership
- ☐ Lifelong learning
- ☐ Entrepreneurship & Management skills

University Level:		Learning Outcome				
		1	2	3	4	>5
Hours	1-3	14	17	20	23	26
	4-6	18	22	26	30	34
	7-9	22	27	32	37	42
	10-12	26	32	38	44	50
	>12	30	37	44	51	58

ELE Points x Post Held

Organising Chairperson	1.5
Organising Vice Chairperson	1.4
Committee	1.3
Supporting Committee	1.2

58 x 1.2 (helper)
= 69.20

Example 3: Competition

Example: Southeast Asia Game

- International Level
- Champion

Exposure Level x Competition Position

Exposure Level:

Club	2
University	4
State/ Intervarsity	6
National	8
International	10

Competition Position:

Participants	2
4 th place/semi-finalist	4
3 rd place	6
2 nd place/finalist	8
1 st place	10

$$10 \times 10 = 100$$

Example 4: Post Held

Points awarded according to the post held in the Association/Club/Society

Post Held	Student Council	Associations/Clubs/Societies
President	65	50
Deputy President	55	45
Secretary	40	30
Assistant Secretary	40	30
Treasurer	40	30
Cabinet member	40	30
Committee member	40	15
Member	Not applicable	10

You are also encouraged to exercise your rights during the Student Council Election and in selecting your Student Representative.

Types of involvement	Voter	Candidate for Presidency
Student Council Annual Election	10 points	25 points

6. IMPORTANT NOTES

1. Points will not be allocated for course assignments/tasks. For example, University Life course projects.
2. To be awarded points, you must attend the particular event from the beginning until the end, show proof of participation of the event and get the event participation report approved by the Student Affairs & Alumni.
3. Points will only be allocated to you if you man a booth for a particular event and not for just visiting the booth.
4. There is no point allocation if you attend club meetings, trainings, and practices.
5. Points will not be allocated if the event learning outcomes are not related to the 9 Graduate Attributes.

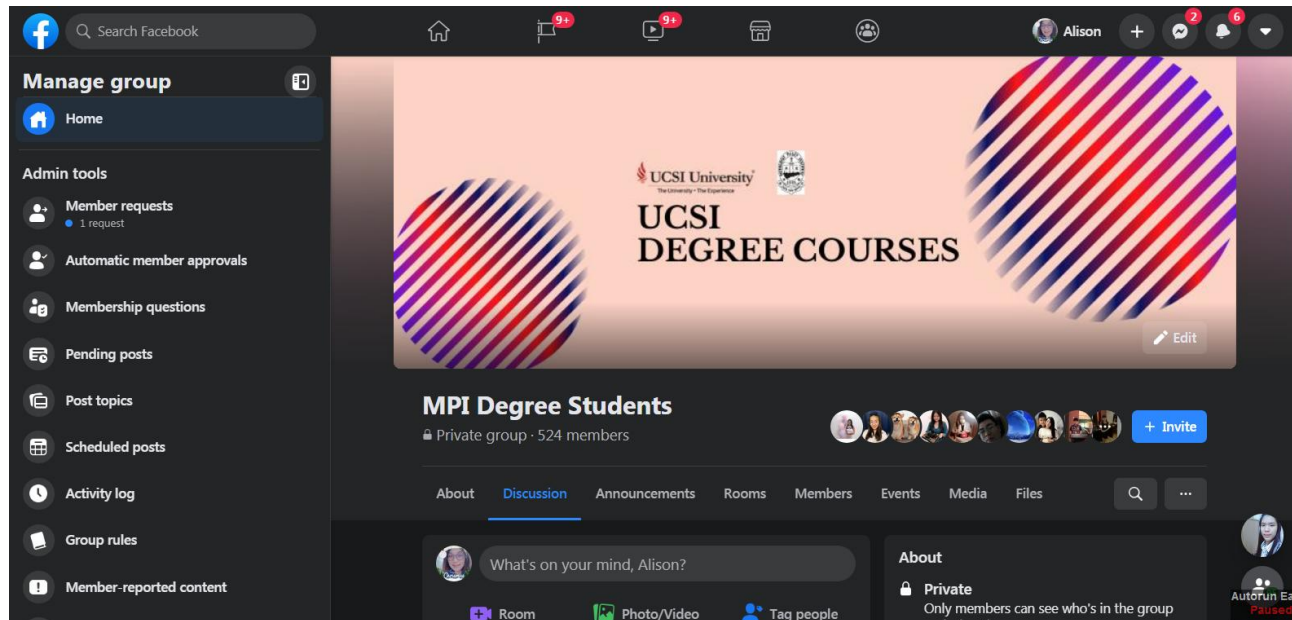
Including but not limited to the following situation, ELE point will be forfeited:

1. Report is not submitted within 7 days after the end of the event, without valid reason.
2. Plagiarism found in the submitted report, 20% or more of the content in the event report is proved to be plagiarized from any sources.
3. Student participation is not recorded by the organising committee and no photo evidence is available to verify the attendance of a student.

7. MORE ENQUIRIES

Ms. Alison Hii
Student Life Coordinator
Email: atshii@pilley.edu.my

*You may like & follow the FB page for “**MPI Degree Students**” to get to know the events that you would like to join for EAB report purpose:*





All EAB forms, briefing slides & Student Handbook are available on
MPI website: www.pilley.edu.my

Thank You